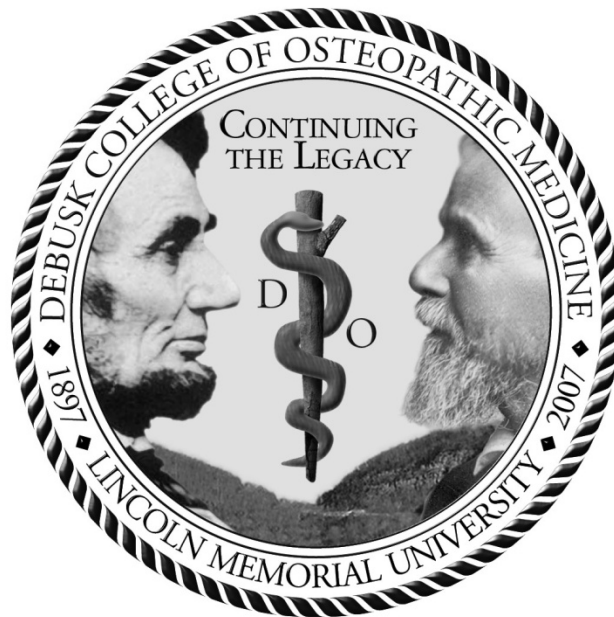


**LINCOLN MEMORIAL UNIVERSITY-  
DEBUSK COLLEGE OF OSTEOPATHIC  
MEDICINE**



**Anatomical Education Ph.D.**

**STUDENT HANDBOOK  
AND  
CATALOG**

**Volume 3  
2019-2020  
Rev. 12/10/19**

This edition of the *Catalog* is effective August 1, 2019. For more detailed information about the University's graduate professional degree programs or undergraduate degree completion programs refer to the applicable [catalog](#).

The policies, programs, curricula, and fees set forth in this catalog are subject to change at any time at the discretion of Lincoln Memorial University (LMU). Because of the possibility of change or undetected error, important points of fact and interpretation should be confirmed by the appropriate University official.

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

All personnel and educational activities conducted by Lincoln Memorial University are subject to the equal opportunity, affirmative action, and nondiscrimination provisions of the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended by H.R. 1746; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended by U.S.C. Title 41, Chapter 60; the Age Discrimination Act of 1967, as amended in 1974 and 1982; Executive Order 11246 (1965), amended by Executive Order 11375 (1968); the Americans With Disabilities Act of 1990 (PL101-336), as amended, and Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1972, amended in 1974.

All members of the University community bear responsibility for compliance with the equal opportunity, affirmative action, and nondiscrimination policies disseminated through the current University publications, including, but not limited to the *LMU Student Handbook* (ONLINE), the *Lincoln Memorial University Catalog*, *other program catalogs and handbooks*, and the *Lincoln Memorial University Employee Handbook*. Compliance is monitored and reported annually through the offices of the Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Services, and the Office of Human Resources.

## ACCREDITATION

Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, specialist and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

Individual program accreditation has been granted by:

- [Accreditation Commission for Education in Nursing, Inc.](#) (ACEN)
- [Accreditation Review Commission on Education for the Physician Assistant, Inc.](#) (ARC-PA)
- [American Bar Association \(Provisional Approval\)](#) (ABA)
- [American Osteopathic Association-Commission on Osteopathic College Accreditation](#) (AOA-COCA)
- [American Veterinary Medical Association – Council on Veterinary Technology Education and Activities](#) (AVMA-CVTEA)
- [American Veterinary Medical Association – Council on Education](#) (AVMA-COE)
- [Commission on Accreditation of Athletic Training Education](#) (caATE)
- [Council for Accreditation of Counseling and Related Educational Programs](#) (CACREP)
- [Council on Accreditation of Nurse Anesthesia Educational Programs](#) (COA-NAEP)
- [Council on Social Work Education](#) (CSWE)

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- [National Accrediting Agency for Clinical Laboratory Sciences \(NAACLS\)](#)
- [Council for the Accreditation of Educator Preparation \(CAEP\)](#)
- [Accreditation Council for Business Schools and Programs \(ACBSP\)](#)
- [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#)

Individual program approval has been granted by:

- [State of Tennessee Department of Education](#)
- [Tennessee Higher Education Commission](#)
- [Kentucky Council on Postsecondary Education](#)
- [Tennessee Board of Nursing](#)
- [Kentucky Board of Nursing](#)
- [Tennessee Board of Law Examiners](#)
- [Florida Department of Education](#)

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## ***VISION OF LINCOLN MEMORIAL UNIVERSITY***

Lincoln Memorial University strives to achieve regional distinction as a student-centered, educational, and service-oriented intellectual and cultural community defined by excellence, creativity, and diversity in its people, procedures and programs.

## ***MISSION AND PURPOSE OF LINCOLN MEMORIAL UNIVERSITY***

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

Revised July 6, 2017; approved by Board of Trustees, November 10, 2017

## ***LMU ADMINISTRATION***

### ***Board of Trustees***

Lincoln Memorial University is a private, non-profit institution controlled by a self-perpetuating Board of Trustees. Board members are elected on the basis of commitment to the programs and purposes of Lincoln Memorial University. Board members receive no remuneration from but work on behalf of the University. The Board establishes the



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broad guidelines of philosophy and institutional purpose and names the President to carry out their guidelines.

**Autry O. V. (Pete) DeBusk, Chairman**  
**Brian C. DeBusk, First Vice-Chairman**  
**Gary J. Burchett, Second Vice-Chairman**  
**James A. Jordan, Third Vice-Chairman**  
**Sam A. Mars, III, Secretary**

Roger A. Ball – Tazewell, TN  
Arthur (Art) D. Brill - Martinsville, IN  
Gary J. Burchett - Harrogate, TN  
Jerry E. Burnette - Knoxville, TN  
Sherrie Nevils Claiborne\* - Harrogate, TN  
George L. Day - Harrogate, TN  
Brian C. DeBusk - Knoxville, TN  
Autry O.V. (Pete) DeBusk - Knoxville, TN  
Frederick S. Fields - San Francisco, CA  
Robert W. Finley - Lockport, IL  
Richard A. Gillespie - Knoxville, TN  
Charles W. Holland - Knoxville, TN  
James A. Jordan - Lauderdale By The Sea, FL  
Terry L. Lee - Harrogate, TN  
Sam A. Mars, III - Harrogate, TN  
Timothy B. Matthews - Knoxville, TN  
Alan C. Neely - New Tazewell, TN  
Dorothy G. Neely - Tazewell, TN  
Donald D. Patton - Knoxville, TN  
Todd E. Pillion - Abingdon, VA  
Carroll E. Rose – Tazewell, TN  
James Jay Shoffner - Middlesboro, KY  
Joseph F. Smiddy – Church Hill, TN  
Paul Grayson Smith, Jr. - Cleveland, TN  
E. Steven (Steve) Ward - Knoxville, TN  
Jerry W. Zillion - Germantown, MD  
\*Alumni Representative

### ***Officers of the University***

#### **President**

E. Clayton Hess, PhD

President of the University

#### **Executive Council:**

- Jody Goins, VP for Enrollment, Athletics, and Public Relations
- Christy Graham, VP for Finance
- Evelyn Smith, Special Assistant for Executive Affairs
- Cindy Whitt, VP for University Advancement

**President's Cabinet:**

- Joseph Cosgriff, Faculty Senate President
- Mark Cushing, VP for Public Affairs and University Counsel
- Jason Johnson, VP, College of Veterinary Medicine
- Brian Kessler, VP, College of Osteopathic Medicine
- Mary Anne Modrcin, VP for Extended Learning Sites
- Elaine Stapleton, Staff Senate President
- Gary Wade, VP, School of Law

**Academic Administrators**

- Sylvia Lynch, EdD, Dean, Carter and Moyers School of Education
- James Maxwell, DMgt, PhD, Dean, School of Business
- Adam Rollins, PhD, Dean, School of Mathematics and Sciences
- Martin Sellers, PhD, Dean, Paul V. Hamilton School of Arts, Humanities, and Social Sciences
- Elizabeth Burchette Thompson, DMV, Dean, School of Allied Health Sciences

***INSTITUTIONAL GOALS***

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following institutional goals, which are derived from its mission and reflect its vision for the future:

1. Make educational opportunities available to all persons without reference to social status. The University seeks to maximize enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
2. Maintain fiscal integrity in all its activities, programs and operations through concerted efforts to continuously increase its endowment and financial standing.

3. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
4. Advance the Cumberland Gap and Appalachian region through community service programs in continuing education, leadership development, recreation and the fine and performing arts.
5. Serve as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind and spirit.
6. Attract and retain a diverse and highly qualified faculty and staff, committed to teaching, research and service.
7. Commit resources to support the teaching, research, and service role of the Institution.
8. Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty, staff and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Provide a caring and nurturing environment where students, faculty and staff with varied talents, experiences and aspirations come together to form a diverse community that encourages students to grow intellectually and personally to meet their academic and career goals.
12. Provide quality educational opportunities through selected degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

***MISSION OF THE LMU-DeBusk College of Osteopathic Medicine***

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To prepare outstanding osteopathic physicians who are committed to the premise that the cornerstone of meaningful existence is service to humanity. The mission of the Doctor of Osteopathic Medicine (DO) Program at LMU-DCOM is achieved by:

- Graduating Doctors of Osteopathic Medicine;
- Providing a values-based learning community as the context for teaching, research, and service;
- Serving the health and wellness needs of people within both the Appalachian region and beyond;
- Focusing on enhanced access to comprehensive health care for underserved communities;
- Investing in quality academic programs supported by superior faculty and technology;
- Embracing compassionate, patient-centered care that values diversity, public service and leadership as an enduring commitment to professionalism and the highest ethical standards;
- Facilitating the growth, development, and maintenance of graduate medical education.

### ***MISSION OF THE LMU-DCOM ANATOMICAL EDUCATION Ph.D. PROGRAM***

In support of Lincoln Memorial University's mission and institutional goals, the LMU-DCOM Anatomical Education Ph.D. Program is designed to fill the growing need for outstanding Anatomical Science Educators. These educators will provide future students with high quality education in the anatomical sciences and will perform scholarly work that continues to improve the quality of education provided.

### ***Equal Opportunity, Affirmative Action, and Nondiscrimination Policy***

Lincoln Memorial University is an Equal Opportunity and Affirmative Action educational institution. In support of its Mission Statement, LMU is committed to equal opportunity in recruitment, admission, and retention for all students and in recruitment, hiring, training, promotion, and retention for all employees. In furtherance of this commitment, Lincoln Memorial University prohibits discrimination on the basis of race,

color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Lincoln Memorial University prohibits retaliation against any individual for 1) filing, or encouraging someone to file, a complaint of discrimination; 2) participating in an investigation of discrimination; or 3) opposing discrimination. “Retaliation” includes any adverse action or act of revenge against an individual for filing or encouraging someone to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination. The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community.

This policy is widely disseminated in University publications, including the employee handbook and all LMU student catalogs and handbooks. All members of the University community bear responsibility for compliance with this policy. Compliance is monitored and reported annually through the offices of the Vice President for Academic Affairs; the Vice President for Enrollment, Athletics, and Public Relations; the Vice President for Academic and Student Support Service; the Office of Human Resources; and the Institutional Compliance Office.

This policy is in compliance with federal and state law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Vietnam Era Veterans Readjustment Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, the Genetic Information Nondiscrimination Act of 2008, and the Tennessee Human Rights Act.

## ***CAMPUS FACILITIES: Harrogate Location***

### ***THE LINCOLN MEMORIAL UNIVERSITY CAMPUS***

The 1,000-acre LMU campus -- its grounds, its buildings, its equipment, and its human resources -- is one of the most strikingly beautiful and functional in the country. Located in a rural setting just 55 miles north of Knoxville, Tennessee, the campus is a visual treat under dynamic, experienced administrative leadership and a committed, well-prepared faculty. LMU has an atmosphere of openness and concern for the needs of each individual and sets a premium on creating the best conditions for learning.

Various facilities on campus are available for student and community use. Some facilities require reservations. Reservations for special events, such as Arena concerts, should be coordinated with Campus Safety & Facility Management at ext. 7409.

## **The Abraham Lincoln Library and Museum**

Located at the main entrance of LMU, the Abraham Lincoln Library and Museum contains one of the most significant Civil War and Lincoln collections in the world. Hours are 10 a.m. to 5 p.m. Monday - Friday, 12 p.m. to 5 p.m. on Saturday, and 1 p.m. to 5 p.m. on Sunday.

### *Museum admission charges:*

LMU students - Free with ID card

Adults - \$5.00

Senior Citizens - \$3.50

Children 6-12 - \$3.00; under 6 - Free

Family and Group rates are available

Current LMU students and family members are admitted free. Groups are welcome and are asked to notify the museum in advance of their visit. A gift shop, containing hundreds of items related to the Civil War and Abraham Lincoln, is also housed within the museum. Visit the museum website [www.LMUnet.edu/museum](http://www.LMUnet.edu/museum) for upcoming events and additional information.

## **The J. Frank White Academy**

The J. Frank White Academy, made possible through a trust established by the late J. Frank White, an attorney from Middlesboro, KY, opened in 1989. The school offers a college preparatory curriculum for grades 5-12.

## **Elizabeth D. Chinnock Chapel**

Constructed in 1987, the Elizabeth D. Chinnock Chapel is a one-story, 1,800 square-foot masonry facility named for former LMU trustee Elizabeth D. Chinnock. The non-sectarian facility is used for small services and personal meditation. It has a seating capacity of sixty-five.

## **The Student Center**

The original structure was built in 1967 and received extensive renovation in 1995. It is named for O.V. (Pete) DeBusk '65, chairman of the LMU Board of Trustees. This sixty-one thousand square-foot concrete and masonry structure houses the dining hall, Lincoln Dining Room, bookstore, educational computer center, study rooms, gym/health center, and post office.

## **Bookstore**

The LMU Bookstore, located in the Student Center, is maintained for the benefit and convenience of students. The purchase of new and/or used textbooks and other materials necessary for classes can be made in the Bookstore. Also for sale are various novelty items as well as health and beauty aids. The Bookstore hours are 8:30 AM to 4:00 PM, Monday through Friday. The main buy-back of textbooks takes place at the end of each semester; however, the Bookstore will buy back textbooks throughout the semester at wholesale prices. (See University Handbook for further detail on bookstore purchases and refunds.)

## **Food Service/Dining Hall**

Meals are served according to the schedule posted in the cafeteria. See University Handbook for details on meal plans.

## **Carnegie Vincent Library**

The purpose of the library is to provide all students and faculty with access to the necessary resources that support the educational, research and public service programs of the University. The library houses approximately 208,000 volumes of books and non-book materials such as DVD's, microfiche, and journals. The library is committed to teaching students the skills to make them lifelong learners in an electronic age. In this effort, the library provides access to 32,000 full text electronic journals, 128 electronic databases, and more than 169,000 electronic books that students may access either from home or from one of its 40 updated computers. The library seeks to uphold the mission of the University in its commitment to service to the University's community. In this effort, you will find the library staff especially helpful in assisting LMU students with the use of its broad range of services.

**The Lon and Elizabeth Parr Reed Medical and Allied Health Library**, located on the second floor of the Carnegie Vincent Library houses the medical print and electronic journals, books, and manuscripts for medical students, faculty, and other health professional students of the University and LMU-DCOM. The LMU-DCOM Medical Librarian is also available on the second floor of the Carnegie Vincent Library to assist in any student or faculty needs.

## **Medical Library Hours:**

### Fall and Spring Semesters

Monday-Thursday	8 AM - Midnight
Friday	8 AM - 4:30 PM
Saturday	10 AM - 5 PM
Sunday	2 PM - Midnight

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Summer Sessions

Monday-Thursday	8 AM – 9:00 PM
Friday	8 AM - 6:30 PM
Saturday	10 AM- 6:00 PM
Sunday	CLOSED

Break Periods

Monday-Friday	8 AM - 4:30 PM
Saturday & Sunday	CLOSED
National Holidays	CLOSED, unless otherwise posted

## **Computing Services**

*The official manner of communication from the administration and faculty to graduate students is via university e-mail. LMU-DCOM graduate students are required to use and promptly read all e-mail correspondence from LMU-DCOM and the University.*

Access to college computer resources is granted to all faculty, staff and students of Lincoln Memorial University

Each student is assigned a user account which grants access to the university network resources as well as the internet. Every student account comes with a home directory for storing files. This space is limited to 5-10 megabytes depending on course requirements. It is the responsibility of the student to backup and maintain these files.

Student user accounts are credited with 500 pages of free printing each semester from college laser printers located at the various computer labs across campus. Students must request additional pages if they exceed the 500-page quota for any given semester. Most students are able to complete their printing needs within the allocated page quota. Please make every effort to help conserve LMU resources by not abusing this privilege. Misuse of any computer resource can result in loss of privileges. (See University Student Handbook for further computing service information.)

## **On-Campus Residence**

Dorm rooms and University-owned rental properties are available for students wishing to stay on campus. Inquiries for on-campus housing are made through the LMU-DCOM Department of Admissions and Student Services.

## **Lincoln Memorial University Medical Clinic**

The Lincoln Memorial University Medical Clinic is located in Tazewell and serves the community, LMU faculty, staff, and students by appointment or walk-in. Hours of clinic



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operation are Monday through Friday, 8:00am to 5:00pm (closed from noon to 1:00pm for lunch). Appointments can be made by calling 423-869-7193.

The clinic is staffed by members of the LMU-DCOM clinical medicine faculty. The scope of the clinic practice currently includes family practice, physical medicine and rehabilitation, sports medicine, and psychiatry. On-site laboratory, x-ray, and ultrasound are available. Hospital affiliations include Claiborne Medical Center and Middlesboro ARH, as well as other specialty hospitals throughout the region.

## **The Frank “Tex” Turner Arena**

Tex Turner Arena opened on February 2, 1991. It is the home of the Lady Railsplitters and Railsplitters basketball teams. The arena also houses the athletic staff, an Athletic Training Facility, the student athlete weight room, sports information services, and University Press.

## **Sigmon Communication Center**

The Sigmon Communication Center houses the broadcasting facilities, two radio station, and a television station. The radio stations are WLMU 91.3 FM and WRWB 740 AM. The television station is LMU-TV, channel 4 and 18 (local Communicom). The Sigmon Communication Center provides news and entertainment to the campus and the community as well as practical experience to LMU communication arts majors. For more information please call (423) 869-7095.

## **Mary S. Annan Natatorium**

Mary S. Annan Natatorium is the indoor swimming pool located adjacent to the Mary E. Mars Gymnasium. The pool is open to LMU students, free of charge during posted lap and open swim hours, with a current LMU ID. Family members may sign up to use the pool and weight room on a per semester basis. There is a fee associated with this. The pool rules and regulations are posted in the facility. The pool may be reserved during vacant hours for special events. Swim lessons and aerobics classes are offered at a fee to LMU students and the community. Visit LMU’s website (Community/Swimming Pool) for current fees and activity schedules.

## ***CAMPUS FACILITIES: Knoxville Location***

DCOM at LMU-Knoxville is on an 11-acre property in West Knoxville. The main academic building for the expanded Doctor of Osteopathic Medicine Program is over 110,000 square feet and supports the academic and clinical skills training of students with

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two auditoriums, twenty-size mock clinical exam rooms, two pod gross anatomy labs, eight high fidelity simulation labs and a classroom with 40 osteopathic manipulation tables. The address is:

**DCOM at LMU-Knoxville**  
**9737 Cogdill Road**  
**Knoxville, TN 37932**

## **OFFICE OF ADMISSIONS AND STUDENT SERVICES**

The Office of Admissions and Student Services, located on the third floor of the DCOM building, is responsible for admissions, recruitment, retention, securing financial services, student records, tracking of outcomes data, providing academic support, and counseling for LMU-DCOM students. In addition, the Office is a center of campus life and oversees all student activities, student government functions, student clubs, the student ambassador program and all other non-academic student-life issues. The Office is committed to creating an environment that is conducive to learning so that all LMU-DCOM students fully reach their academic and personal potential. The Office works closely with various college and university committees to create an environment that facilitates student learning. The Office has an open-door policy and students are welcome to come in at any time, although appointments are recommended.

The Lincoln Memorial University Office of Student Services will provide students with information on parking, meal plans, housing, ticket sales, campus events, security etc. in cooperation with the LMU-DCOM Office of Admissions and Student Services.

## **ADMISSIONS**

### **Admissions Procedures**

Following receipt of the student's complete application for admission, each application will be reviewed by the Anatomical Education Ph.D. Program Admissions Committee. All portions of the application will be evaluated including prior course work completed, grades, standardized exam scores, personal statements, curriculum vitae, recommendation letters and the student's interview if granted.

A typical student accepted into the Anatomical Education Ph.D. Program meets or exceeds the criteria below.

- Recently completion of the LMU Anatomical Sciences Master's degree program with thesis or documented equivalent training. It is expected that upon entering the Ph.D. program, the student has sufficient content knowledge to immediately enter into the teaching practicums.
- Cumulative of GPA  $\geq 3.0$
- Standardized exam scores: GRE  $\geq 292$  or MCAT2015  $\geq 492$

- Outstanding recommendation letters
- Demonstrates outstanding communication skills.

## Admissions Requirements

The Anatomical Education Ph.D. Program is designed for students possessing an Master's degree (ideally in Anatomy). However, a Master's degree is not required to apply, other degrees and equivalent experience may be considered.

**Graduate course work is REQUIRED in the following subjects** (equivalent LMU course numbers are listed).

- Human Anatomy
  - ANAT-701: Medical Gross Anatomy – (7 credit hours)
- Statistics
  - MATH-270: Probability Statistics – (3 credit hours)
  -

**Graduate course work is RECOMMENDED in the following subjects.**

- Histology
- Neuroanatomy
- Human Embryology

## Application

To be considered for admission into the Anatomical Education Ph.D. Program, applicants must have a Master's degree, or documented equivalent training.

Additionally, the applicant must submit the following materials by the application deadline. Incomplete applications may not be reviewed.

- Official transcripts from all schools attended
- Standardized exam scores: GRE or MCAT
- Personal statement: The personal statement should clearly articulate why the applicant wishes to pursue a Ph.D. in Anatomical Education and how completion of this program will advance their career goals. There is no word limit for the personal statement, but it should be concise and demonstrate excellent written communication skills.
- Curriculum vitae
- Three recommendation letters. We recommend the following
  - At least one from instructors in your most recent program of study
  - At least one from an anatomical sciences instructor
- Non-native English speaking applicants must submit Official Test of English as a Foreign Language (TOEFL) scores. Minimum acceptable scores are either 600 on the paper-based version, 100 on the internet-based version, or 250 on the computer-based version. The candidate must also display proficiency in English during the interview.

- ***Prior to matriculation, students must provide Documentation of Immunizations, Immunity, and Physical Health*** (details provided under student services heading)

## **Application Timelines**

Application cycle dates and deadlines will be posted on the LMU-DCOM Anatomical Education Ph.D. Program's website.

## **Applicants with Foreign Coursework**

Applicants who wish to use coursework completed outside the United States must submit their transcripts for evaluation to one of the following services:

[World Education Services](#)

P.O. Box 745, Old Chelsea Station  
New York, NY 10113-0745  
212.966.6311

[www.wes.org](http://www.wes.org)

[Josef Silny & Associates](#)

7101 SW 102 Avenue  
Miami, FL 33173  
305.273.1616

[www.jsilny.com](http://www.jsilny.com)

A course-by-course evaluation is required, and all course work must be designated as undergraduate, graduate or professional. LMU-DCOM will only honor evaluations from one of the above services. The evaluation must be included with the application packet.

## ***STUDENT SERVICES***

### **Documentation of Immunizations, Immunity, and Physical Health**

Matriculating students are required to set up an account with an LMU DCOM contracted vendor who monitors, approves, and manages all required health forms and substantiating documentation. Applicants accepted for admission are required to submit medical history, physical examination, PPD testing and proof of immunity forms that have been completed, reviewed, and signed by a licensed health care provider (DO, MD, PA-C, FNP) prior to matriculation. Students without the required immunizations and proof of immunity will not be permitted to actively participate in activities that include patient contact until the requirements have been completed and authorized by an LMU-DCOM healthcare provider.

Students must also provide proof of health insurance to the Office of Admissions and Student Services at the beginning of each academic year.

LMU-DCOM, in conjunction with requirements of hospitals accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and/or Healthcare Facilities Accreditation Program (HFAP) requires the following immunizations and proof

of immunity, for which substantiating documentation must be provided, as described below.

**Documents that must be completed prior to matriculation include:**

- LMU-DCOM Prematriculation Medical History completed and signed by the student and reviewed/signed by a healthcare provider
- LMU-DCOM Prematriculation Physical Exam form, completed and signed by a licensed healthcare provider (DO, MD, PA-C, FNP)
- LMU-DCOM Record of Immunity form, completed and signed by the licensed healthcare professional (Prematriculation Provider)
- Substantiating documentation (copies of laboratory results, immunization records, chart records of immunizations, PPD testing form or CXR report, etc.) must accompany the Record of Immunity Form for the student's folder to be considered complete
- Records Release Form signed by student authorizing LMU-DCOM to release health related information to affiliated training sites where the student may be training.

**It is expected that this documentation will be provided by the matriculating student to the Admissions Office, along with other required admissions documents, by May 15 of the matriculating year, unless extenuating circumstances exist.** The expense of immunizations and immunity titers is understood by LMU-DCOM, and the possibility of non-immunity and necessity for booster vaccination has been taken into account with the expectation that all files will be complete no later than the end of the first semester following matriculation. **Any student not making a good faith effort to complete their immunization record by this time will not be permitted to register for the second semester.**

During the second semester of each year, students will be expected to provide an updated PPD and urine drug screen as a requirement before participating in any activities at clinical locations or involving contact with patients. **Any student not providing evidence of updated PPD and urine drug screen by April 15 may not be allowed to participate in scheduled activities. Additionally, the student may be referred to the SPCR to consider further action, including dismissal.**

**Required prior to matriculation**

- Proof of TdAp and polio vaccine
- Proof of meningococcal vaccine
- Negative PPD screening for tuberculosis
- If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or negative QuantiFERON-TB Gold test within 6 months of matriculation
- Proof of initial vaccination in Hepatitis B series
- Urine drug screen (14 panel testing) negative except for prescribed substances

- Proof of immunity against measles, mumps, and rubella
- Qualitative or quantitative antibody titers for MMR
- If any of the three components show insufficient immunity, a booster vaccination and recheck of titer 6 weeks later is required
- Proof of immunity against varicella
- Qualitative or quantitative antibody titers for varicella
- History of infection is not considered proof of immunity
- If antibody titer is negative, booster vaccination and recheck of titer 6 weeks later is required

### **Required prior to activities in clinical settings**

- Proof of immunity against measles, mumps, and rubella, if not provided at matriculation
- Qualitative or quantitative antibody titers for MMR
- If any of the three components show insufficient immunity, a booster and recheck of titer 6 weeks later will be required
- Proof of immunity against varicella, if not provided at matriculation
- Qualitative or quantitative antibody titers for varicella
- History of infection is not considered proof of immunity
- If antibody titer is negative, booster vaccination and recheck of titer 6 weeks later is required
- Proof of immunity against hepatitis B, if not provided at matriculation
- Proof of completion of 3 injection series (takes 7 months to complete)
- Qualitative or quantitative antibody titers showing immunity to Hepatitis B, ideally drawn 6-12 weeks after completion of 3 injection series
  - If antibody titers are negative 6-12 weeks following completion of Hepatitis B series, a second series of 3 injections needs to be completed, with antibody titers drawn 6-12 weeks following completion
  - If antibody titers are negative following second series of 3 injections (per protocol), and proof of completion of two full series of vaccinations is provided, student will be considered a “non-responder” to Hepatitis B immunization
- Negative PPD screening for tuberculosis within 6 months of starting rotations
- If prior history of tuberculosis, BCG vaccination, or positive PPD, must provide negative chest x-ray and/or QuantiFERON-TB Gold test within 6 months of starting rotations
- Urine drug screen (14 panel testing) negative with the exception of prescribed medication

Note: Though proof of Hepatitis B immunity is not required until the start of clinical activities, if you have completed the Hepatitis B vaccination series, it is advisable to provide proof of immunity prior to matriculation.

## Mental Health Counseling Policies and Procedures

Students have access to confidential mental health counseling and care. The staff of the Lincoln Memorial University Office of Mental Health Counseling help current students overcome the personal, career, and academic concerns that often stand in the way of them reaching their full potential. The office operates as the primary mental health service for undergraduate, graduate, and professional students enrolled at the University. Counselors provide free, short-term treatment typically lasting between five to eight sessions per semester, however, treatment may extend beyond eight sessions when appropriate. Counseling provides an opportunity for students to explore their unique problems, difficulties and concerns with a licensed mental health professional in a safe and confidential environment. In addition, the office offers crisis intervention and psychoeducation/training for the campus community. In the event that students require long-term counseling or treatment needs exceed the scope of our practice, the counselors will work with students to find appropriate off-campus treatment options. Students who secure services in the community are responsible for paying for those services. Most community providers accept insurance. Some have a sliding scale fee schedule for students who do not have insurance that covers mental health services. Information regarding counseling services is found on the following website:

<https://www.lmunet.edu/student-life/counseling>.

**Local Services:** LMU Counseling Services are available to help students with personal, career, and academic concerns that affect academic success and quality of life. All services are confidential. For more information or to schedule an appointment, go to: <https://www.lmunet.edu/student-life/counseling/schedule-an-appointment>.

**Distance Services:** Students scheduled for rotations at a distance are encouraged to go to [www.psychologytoday.com](http://www.psychologytoday.com) for help in locating local mental health services near the rotation site. For assistance in utilizing this resource, or for any other questions, students can contact LMU Counseling Services at 423-869-6401.

- Under “Find a Therapist” or “Find a Psychiatrist” enter your zip code and click search
- On the left-hand side of the screen, narrow your search using a variety of parameters. For example, you can narrow the search by the type of insurance the provider accepts
- Once you find a provider you are interested in, you can contact them directly by phone and/or email with the information provided on their profile page

**For emergency services,** students can contact the following:

- National Suicide Prevention Helpline:
  - Call: 800-273-8255 (TALK)
  - For deaf & hard of hearing via TTY: 800-799-4889
  - Chat online: <https://suicidepreventionlifeline.org/>
- National Hopeline Network:
  - Call: 800-422-4673 (HOPE)
  - Chat online: <https://hopeline.com/>
- Veterans Crisis Line:
  - Call: 800-273-8255, press 1

- Chat online: <https://www.veteranscrisisline.net/>

\*Please note: in the case of a medical or psychological life-threatening emergency, call 911 immediately.

## **Mental Health Services for Students**

Students have access to confidential mental health counseling and care. The staff of the Lincoln Memorial University Office of Mental Health Counseling help current students overcome the personal, career, and academic concerns that often stand in the way of them reaching their full potential. The office operate as the primary mental health service for undergraduate, graduate, and professional students enrolled at the University. Counselors provide free, short-term treatment typically lasting between five to eight sessions per semester, however, treatment may extend beyond eight sessions when appropriate. Counseling provides an opportunity for students to explore their unique problems, difficulties and concerns with a licensed mental health professional in a safe and confidential environment. In addition, the office offer crisis intervention and psychoeducation/training for the campus community. In the event that students require long-term counseling or treatment needs exceed the scope of our practice, the counselors will work with students to find appropriate off-campus treatment options. Students who secure services in the community are responsible for paying for those services. Most community providers accept insurance. Some have a sliding scale fee schedule for students who do not have insurance that covers mental health services. Information regarding counseling services is found on the following website: <https://www.lmunet.edu/student-life/counseling>.

After hours calls to the LMU Office of Mental Health Counseling are forwarded to Protocall, a call center staffed with professional mental health counselors. This service is available after-hours during weekdays, any time during weekends, holidays, and when the campus is closed for inclement weather.

- A main mental health services phone number is given to all students which is accessible anywhere where students have phone services. **423-869-6277**
- During normal business hours (8:00am – 4:30pm, Monday – Friday), this number will reach one of the mental health counselors on either the Harrogate campus or Knoxville locations.
- The counselors will assess the situation to make certain that all emergent situations are follow-up with a call to 911. If the situation is not an emergency, the counselor will schedule an appointment with the student for a follow-up.
- During after hours, the same main number will be forwarded to Protocall where a licensed professional counselor will support students. The Protocall counselor will triage each call to determine if it is an emergency situation or a situation that would require a later appointment.



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- If a student is off campus, the on-campus counselor or Protocol counselor will direct the student to the nearest licensed professional in their area.
- All encounters are confidentially documented with procedures for follow-up

## **Diagnostic, Preventive, and Therapeutic Health Services**

LMU-DCOM students have access to diagnostic, preventive and therapeutic health services, accessible in all locations where students receive education from LMU-DCOM. All students are required to have health insurance prior to matriculation through graduation and are responsible for costs associated with services rendered. Students who seek medical attention may do so with any facility of their choosing based on their needs and health insurance coverage.

### **Harrogate Location**

LMU-DCOM operates a Medical Clinic located in New Tazewell, TN (15 miles from main campus). Students can make an appointment with providers who do not assess or promote students at LMU-DCOM. At the Knoxville additional location, students have access to clinics and hospitals affiliated with LMU-DCOM for health services as well as many other health care facilities within the greater Knoxville area. As outlined in the affiliation agreements with these facilities, if a student becomes ill or has an emergency health issue during the clinical assignment, the training facility will render care or refer the students to services but is not responsible for the cost of such care. Students are financially responsible for any medical care they receive at a training site.

### **Knoxville Location**

Summit Medical Group-Internal Medicine Associates in Powell, TN is available to serve the primary care needs of students located at DCOM at LMU-Knoxville. When making an appointment, it is important to let the staff know that you are an LMU student. Most appointments may be accommodated the same day or soon thereafter. Students are required to have health insurance. If your health insurance does not cover the services during your visit, Summit Medical Group will provide 30% discounts for cash payments or set-up a payment plan as needed. For more information and to find new patient registration forms, visit the Summit Medical Group-Internal Medicine Associates website at <https://www.imasummit.com/>, select “For Patients” and then “Patient Forms”. Call 865-546-9751 for an appointment and let them know that you are an LMU student.

### **Summit Medical Group – Internal Medicine Associates**

7744 Conner Road

Powell, TN 37849

<https://www.imasummit.com/>

## **Student Records**

Student grades are recorded, stored and secured with the Lincoln Memorial University Registrar. All other student records will be maintained in the Office of Admissions and Student Services. The privacy of student records is noted under Public Law 93-980. Requests from students to have their records released must be made in writing. Verification of enrollment will only be made for educational reasons. For instance, verifications will not be made to employers, landlords, or family members. In these cases, the students should use letters of acceptance, transcripts, or receipts of payment. LMU-DCOM students wishing to review their records must call the Office Admissions and Student Services at 423-869-7090 and make an appointment with the Dean of Students or the Director of Admissions.

**Harrogate Location:** Call the Office of Admissions and Student Services at 423-869-709 and make an appointment with the Dean of Students or the Director of Admissions.

**Knoxville Location:** Call the Office of Admissions and Student Service at 865-338-5689 and make an appointment with the Dean of Students or the Director of Admissions.

## **Right to Privacy Under Public Law 93-980**

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records. No one outside the institution shall have access to, nor will LMU disclose any information from, students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek enrollment, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. Additionally, according to 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when students under the age of 21 commit serious or repeated violations directly or indirectly involving our drug and alcohol policies. All the exceptions are permitted under the Act.

Students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case LMU-DCOM will permit access only to that part of the record which pertains to the inquiring student.

Students can access their "student information" by using the Web Advisor account. Each student is given a PIN number to access the following information:

schedule, transcript, financial records and financial aid. This information will remain confidential as long as students secure their PIN numbers.

Lincoln Memorial University maintains a list of all persons, except other college officials, who have received a copy of the student's education record.

## ***Financial Services***

The Director of Financial Services is responsible for providing qualified students the appropriate documentation and counseling to secure financial assistance in the form of loans, scholarships, and grants.

## **Tuition and Fees**

Students accepted into the Ph.D in Anatomical Education Program do not pay tuition. All Accepted students receive graduate fellowships to support stipends, tuition and fees. Contact the program director for details

## **Reimbursement of Funds**

According to institutional policy, the LMU Finance Office will calculate a refund of tuition for any student who withdraws within the established refund period. Refunds will be based on the following schedule: If the student withdraws during the first week of the semester, 75% of tuition dollars will be refunded; during the second week 50% will be refunded; and during the third week 25% will be refunded. Students who withdraw after week three will not receive any refund.

**The Return of Title IV Funds (federal):** The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the university's refund of institutional charges. The return of Title IV funds includes Pell Grants, Federal Supplemental Educational Opportunity Grants, PLUS/GRAD PLUS Loans, Perkins Loans and Stafford Loans. The policy states that up through the 60% point in each semester a pro-rata schedule will be used to determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31% of his/her Title IV aid and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the student has earned 100% of the aid for which the student was eligible. Additional information on the return of Title IV funds may be obtained from the Office of Admissions and Student Services.

The official date of a student's withdrawal is the date that the Office of Admissions and Student Services receives the student's written notification of

withdrawal or request for a leave of absence. The percentage of time completed in the enrollment period is determined by dividing the number of days completed by the number of days in the enrollment period. If 60% of the semester has been completed, there is no return of Title IV funds.

## **Late Fee**

Tuition and fee charges must be paid by registration. If tuition is not paid in full on the due date, a late fee of \$50.00 per week will be assessed until all financial obligations are met.

## **Financial Commitment Policy**

For value received, the student will be responsible to pay to the order of Lincoln Memorial University, Harrogate, TN the total of all costs incurred for their education while attending LMU, for all times of attendance. Interest (1.5%) will accrue at the end of each month on all outstanding balances, with the exception of balances due from approved third parties. The student will also be responsible to pay attorney fees (if applicable) and all other costs of collection in the event the account is placed in the hands of an attorney or an outside collection agency. Graduating students must pay any outstanding account balance three weeks prior to graduation if paying by personal check. If paying by cashier's check, cash, money order or VISA/ MASTERCARD/ DISCOVER/ AMERICAN EXPRESS, payment can be made up to the date of graduation rehearsal. Accounts must be paid in full before a student may participate in the graduation ceremony or receive a diploma.

## **Outstanding Balance / Collection**

If a student account is referred to a third-party collection agency or collection by suit, the student will be charged reasonable collection costs and / or court costs. In the event that this account becomes delinquent, the student agrees to pay to LMU any principal amount as well as collection costs in the amount of 33.3% of the principal balance, including court costs, attorney's fees, interest, and service charges.

## ***Student Sponsored Events***

Any on-campus or off-campus event conducted by either a student club or the SGA be approved by the Student Activities Coordinator. This includes, but is not limited to, all talks, seminars, exhibits, fundraisers, workshops, and courses. The appropriate forms are available in the Office of Admission and Student Services.

## ***Merchandise and LMU-DCOM Logo Policy***

All LMU-DCOM student organizations must have approval from the Dean of Students and the Associate Director of Marketing and Public Relations before producing organizational merchandise or distributing information to the campus community and/or the public at large. This is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Approval forms may be obtained from the Office of Admissions and Student Services. Any LMU-DCOM student organization that produces merchandise which violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's own expense.

## ***ACADEMICS***

### ***University Regional Accreditation***

Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, specialist and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

### ***Professional College Accreditation***

LMU-DCOM has received full accreditation status through the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA).

The accreditation standards are available at: [http://www.do-online.osteotech.org/index.cfm?PageID=acc\\_predoc](http://www.do-online.osteotech.org/index.cfm?PageID=acc_predoc). Or at: AOA COCA 142 East Ontario Street, Chicago, IL 60611 (800) 621-1773 Ext 8048.

### ***Accreditation Grievances***

Students wishing to file a complaint related to the accreditation standards and procedures should make these complaints in writing to the Associate Dean of Students who will forward the complaint to the Dean of LMU-DCOM. Forms are available on the LMU-DCOM website.

### ***Official Academic Records***

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The LMU Office of the Registrar houses official academic records. The student's permanent academic record may contain the following:

- Name
- Social Security number or numeric identifier
- Chronological summary of LMU coursework and grades
- Transfer credits, special credits (SC), and credits by examination (CE)
- Degree earned
- Date(s): degree requirements completed, and degree conferred

Students receive their grades electronically through WebAdvisor. Any student wishing to receive a printed copy of his/her grades must submit a written request to the LMU Registrar's Office.

To receive due consideration, any challenge regarding the accuracy of a student's academic record must be submitted in writing by that student to the Registrar within one year of the term in question.

The student may obtain or have forwarded to designated parties, copies of his/her academic transcript by submitting a written request to the LMU Office of the Registrar. The University cannot transmit any transcripts electronically (FAX). The cost of each transcript is \$5.00. The student's account with the Finance Office must be paid in full and Perkins student loans must be in a current non-defaulted status prior to the release of any official grades or academic transcripts.

## ***Matriculation and Promotion***

### **Matriculation**

Upon acceptance to the Anatomical Education Ph.D. Program, each student will be sent an official acceptance letter and a package containing immunization requirements to be met, dates and deadlines and other documents deemed necessary. Following acceptance into the program, Ph.D. students begin their program July 1st, and courses begin fall semester (~August 1st).

### **Advancing to Ph.D. Candidacy**

Students advance to Ph.D. candidacy after passing the written and oral qualifying examinations and obtaining approval of their dissertation research proposal, from the Dissertation Committee.

### **Qualifying Examination:**

The Qualifying examination will consist of a comprehensive written examination covering course work in the anatomical sciences (Spring 2nd year), and an oral examination assessing the student's ability to communicate their knowledge at a level appropriate for 1<sup>st</sup> year medical students.

Students choose two exam topics from the following: anatomy, histology, embryology or neuroanatomy.

Qualifying Exam Committee Members will assess the student's performance and make a decision on the grade. Students may be awarded a PASS, Conditional PASS or FAIL. Students failing qualifying examinations may be dismissed from the program.

### **Dissertation Research Proposal:**

A two-hour committee meeting will be scheduled for presentation and discussion of the research proposal. At this meeting students should be prepared to discuss topics related to the project including:

- Background in the intended research area and related course work if applicable
- Scientific justification for proposed research
- Methods
- Strengths weaknesses
- Statistical analysis
- Interpretation of anticipated findings
- Alternative approaches

Committee members will provide feedback on the proposed research and if necessary, the student will make revisions before the committee grants approval the dissertation research project. This may require a second presentation of the proposal.

### **Dissertation Committee**

Within the first semester of enrollment, the Ph.D. student will be given a preliminary dissertation committee that will guide and evaluate their research proposal. Once a preliminary proposal has been approved, the student must assemble a full dissertation committee. This committee will consist of the research mentor, three LMU-DCOM anatomy faculty members (including the Director of the Anatomical Education Ph.D. program) and at least one member from outside of LMU. The outside member may participate via video conferencing. The committee chair must be an LMU-DCOM faculty member in the Department of Anatomy. The committee Chair may or may not be the primary research mentor. Committee members are expected to have terminal degrees and/or expertise pertaining to the dissertation topic. The committee must include three LMU-DCOM anatomy faculty members. Faculty from other departments may be on the committee and may be the primary research mentor but can not be the committee chair. The committee may include more than five members if additional expertise is needed.

The student must meet with their preliminary dissertation committee two times each semester. Once the full committee is formed, the student must meet with the committee a minimum of two times per year but can request additional meetings as needed. Students are encouraged to meet with research mentors and individual committee members as frequently as needed to ask questions, troubleshoot problems, etc.

- One week prior to each meeting the student must submit a written progress report

- Following each committee meeting, the committee chair must write a summary report and, distribute it to the student and committee members
- Students must present a research proposal outline to the committee by the end of the 2<sup>nd</sup> semester of attendance
- Committee members will give input on strengths weaknesses and concerns before the student writes the full proposal
- To obtain committee approval of the research project, the student will present the full proposal to the committee by the end of summer semester of year one. The committee will provide feedback and may require revisions before approval
- The student is expected to have committee approval of the research project before fall semester of year two
- When the dissertation committee deems that the student has made adequate progress on the research project, the committee will grant permission for the student to begin writing the dissertation
- Following the mentor's approval of the completed dissertation, the student will distribute it to the dissertation committee for review. This must be done a minimum of two weeks before the dissertation defense
- The student will give a public presentation of the dissertation a minimum of 4 weeks before the end of the semester.
- The dissertation committee will review the dissertation prior to the defense and may require revisions prior to graduation
- The committee will administer a private oral defense of the dissertation following the public presentation

## **Leave of Absence**

A leave of absence may be granted from LMU-DCOM for one of the following reasons: 1) a medical emergency; 2) a financial emergency; 3) maternity; 4) a call to active military service; or 5) pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized institution or teaching facility. The LMU-DCOM Dean or the Dean of Students can grant a leave of absence. Only students who are in good academic standing with LMU-DCOM can be granted a leave of absence.

For a student to request a leave of absence, the student must submit a written request and meet with the Dean of Students to discuss the reasons for the leave. LMU-DCOM will then notify the student in writing about the decision regarding the leave and any requirements about the student's return to campus. Leave of absences are granted for up to one year.

Before a student's leave of absence can begin, he or she must go through LMU-DCOM's prescribed check out procedure. The student must meet with the Director of Financial Services to discuss how the leave will affect their financial aid eligibility. The official date of the leave of absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date. Forms for this check out are available from the Office of Admissions and Student Services.



Students seeking to return from a leave of absence must ensure that all approved terms and conditions of the leave have been met and are submitted in writing before reinstatement will be granted. The submission of this paperwork is the responsibility of the student and must be submitted in writing to the LMU-DCOM by the preceding April 30th of the academic year the student wishes to be readmitted. The written request should be directed to the LMU-DCOM Dean of Students.

Students granted a medical leave of absence must have a licensed physician or mental healthcare provider, approved by the Dean of Students, certify in writing that the student's physical and/or mental health is sufficient to continue in their education program before they will be allowed to return to LMU-DCOM.

### **Graduation Requirements**

A Ph.D. candidate who has fulfilled all the academic requirements for graduation may be granted the degree of Doctor of Philosophy, provided the student has:

- Passed the qualifying exams
- Successfully completed all required course work and electives with a minimum GPA of 3.0
- Submitted at least one manuscript for publication
- Successfully defended the dissertation
- Obtained Dissertation Committee approval of the final dissertation
- Has submitted the dissertation through ProQuest

### **Maximum Time for Degree Completion**

Students in the Anatomical Education PhD program must complete all requirements in a maximum of 4-years. *Continuation beyond 4-years must be approved by the Anatomical Education Program Director and the Dean of LMU-DCOM.* Failure to complete the program within 4-years may result in dismissal from the program.

### **Student Consultation**

LMU-DCOM maintains an open-door policy with regard to the students. All faculty, advisors, and administrators are available for advice and student support. The input and opinion of the student is important. As stated previously, there will be regularly scheduled meetings with the dissertation committee and faculty advisor. For additional meetings with faculty, appointments are recommended, but not required. Appointments should be scheduled via email to the faculty member or with the faculty's administrative assistant. Any student who feels that they have a question or request that has not been addressed should see the Director of the Anatomical Education Ph.D. Program, or the Dean of Students in the Office of Admissions and Student Services.

## **Posthumous Degree**

Upon the recommendation of the faculty, the LMU Board of Trustees may confer a posthumous degree the student was pursuing if all requirements were likely to have been completed during the final year for which the student was registered had it not been for the intervention of death.

## ***CURRICULUM: ANATOMICAL EDUCATION Ph.D. PROGRAM***

LMU-DCOM's Anatomical Education Ph.D. is designed to fill the growing need for highly trained educators in the anatomical sciences. This program consists of an intensive full-time academic curriculum. It is expected that matriculating students will have a Master's degree, preferably in the anatomical sciences, and thus be well prepared to enter directly into anatomical science teaching practicums. In some cases, additional course work may be required before entering into teaching practicums. Additionally, the candidates will take elective course work, course work related to research design and methods, and complete an independent dissertation research project.

The didactic portion of the program will provide candidates with a strong background in subjects such as Medical Gross Anatomy, Histology, Embryology and Neuroscience. Through teaching practicums, mentored teaching experiences and elective course work, each candidate will build their skills in anatomy pedagogy under the direction of an experienced faculty member.

Upon completion of the Anatomical Education Ph.D. Program, graduates will have a strong foundation in the anatomical sciences, teaching pedagogy and scholarship, that will prepare them for a successful academic career.

Students are expected to complete their studies in a maximum of 4-years. Continuation beyond 4-years must be approved by the Anatomical Education Program Director and the Dean of LMU-DCOM. Failure to complete the program within 4-years may result in dismissal from the program.

## **Course/Systems Descriptions: Anatomical Education Ph.D. Program (approximately 115 total credit hours over 4 years for required and elective courses)**

### **Required courses: approximately 100 credit hours (~53 in research)**

#### **Required Anatomical sciences courses (20 credit hours)**

- \*ANAT-603: Methods of Curriculum Development and Teaching Human Gross Anatomy – (3 credit hours)
- \*ANAT-624: Human Embryology – (3 credit hours)
- \*ANAT-701: Medical Gross Anatomy – (7 credit hours)

- \*ANAT-715: Medical Neuroanatomy – (3 credit hours)
- \*ANAT-714: Medical Histology – (4 credit hours)

\* Some of the course requirements may have been fulfilled by recent graduates of the LMU Master's in Anatomical Sciences. Credit for equivalent experience/course work in other Anatomy MS programs may be allowed.

**Required Teaching practicums** (11-12 credit hours)

Teaching Practicums are required in **Gross Anatomy and one other anatomical science subject** (choose from Neuroanatomy, Histology or Embryology).

- ANAT-801: Gross Anatomy Teaching Practicum – (7 credit hours)

**AND** choose one of the following subjects

- ANAT-802: Neuroanatomy Teaching Practicum – (4 credit hours)
  - Must also take ANAT-812: Advanced Human Neuroanatomy Laboratory – (1 credit hour)
- ANAT-804: Histology Teaching Practicum – (4 credit hours)
- ANAT-806: Human Embryology Teaching Practicum (3 credits)

**Required Statistics** (6 credit hours)

- EDEC-751: Quantitative Research Procedures – (3 credit hours)
- EDEC-752: Qualitative Research: Theory and Design – (3 credit hours)

**Required Research & Dissertation Coursework** (approximately 40-53 credit hours dependent on time required to complete dissertation research, see example below)

Year 1

- ANAT-900: Current Anatomical Literature Review – (2 credit hours)
- ANAT-901: Independent Research I – (4 credit hours)
- ANAT-902: Independent Research II – (4 credit hours)
- LSCI-606 Appl Ethics Biomed Sci (3 Credits)

Year 2

- ANAT-903: Advanced Independent Research I – (5 credit hours)
- ANAT-904: Advanced Independent Research II – (5 credit hours)
- ANAT-910: Dissertation research - (5 credit hours)

Year 3

- ANAT-910: Dissertation research - (5 credit hours)
- ANAT-910: Dissertation research - (5 credit hours)
- ANAT-910: Dissertation research - (5 credit hours)

Year 4

- ANAT-910: Dissertation research - (5 credit hours)
- ANAT-910: Dissertation research - (5 credit hours)
- Anticipate spring graduation (dependent on completion of dissertation)

**Additional Course Requirement** (approximately 9-12 hours)

**Graduate Seminar**

- ANAT-807 Graduate Seminar (1 credit hour each semester enrolled)

**Elective courses**

**Elective courses and teaching practicums** (minimum 15 credit hours)

**Courses and Teaching Practicums**

- ANAT-604: Introduction to Radiographic Anatomy Clinical Imaging (3 credit hours)
- ANAT-802: Neuroanatomy Teaching Practicum – (4 credit hours)
- ANAT-803: Anatomy Dissection Teaching Practicum – (4 credit hours)
- ANAT-804: Histology Teaching Practicum – (4 credit hours)
- ANAT-805: PA Anatomy Teaching Practicum – (3 credit hours)
- ANAT-806: Human Embryology Teaching Practicum (3 credits)
- ANAT-812: Advanced Human Neuroanatomy Laboratory – (1 credit hour)
- DOSYS-716 Medical Physiology (7 Credits)
- LSCI-510 Principles of Physiology (3 Credits)

**Special Studies**

May be independent study, existing courses or newly created courses. All electives must be approved by the Director of the Anatomical Education Ph.D. program

- Courses may include topics such as: anatomical sciences, physiology, clinical medicine, education theory, education practice, research design, research methods (credits vary)

**Transfer of Course Credits**

Up to six graduate course credit hours, taken above and beyond requirements for a Master's in Anatomy, may be transferred. All transfers require approval from the Director of the Anatomical Education Ph.D. Program.

**Course Descriptions**

**ANAT-603: Methods of Curriculum Development and Teaching Human Gross Anatomy – (3 credit hours)**

This course provides an analysis of curriculum development and methods for aligning course content to goals and evaluation procedures. The philosophical, historical, and psychological foundations of curriculum will be explored to help students better understand how curriculum models might be utilized in an ever changing and emerging educational environment. Topics will include Gross/Development, microscopic and neuroanatomy. Pre-Requisite: DO SYS 701, 714, 715.

**ANAT-604: Introduction to Radiographic Anatomy Clinical Imaging (3 credit hours)**

This unit provides an understanding of the basic anatomy of the brain, chest, abdomen and pelvis as viewed in a cross section of the anatomy. Radiographs and diagrams are used to support the learning process. Pre-Requisites: DO SYS 701 and 714.

**ANAT-624: Human Embryology – (3 credit hours)**

This course focuses on clinically-oriented human development from gametogenesis to birth. The first section of the course emphasizes developmental processes and early development of the embryo and fetus. The second section of the course emphasizes organ system development. Both sections will incorporate developmental genetics and clinical case vignettes to explain normal and abnormal development. Emphasis is placed on anatomical change with discussion of developmental mechanisms and physiology. This in-depth look at embryology will provide a more profound understanding of human anatomy. Pre-requisite: ANAT 701

**ANAT-701: Medical Gross Anatomy – (7 credit hours)**

Medical Gross Anatomy is the study of the body's structure. The course is organized by the four major body regions: upper limb; back and lower limb; thorax, abdomen and pelvis; and head and neck. Laboratory prosections and dissections will be utilized throughout the entire course. Supplemental lectures and tutorials will also be given. Computer-aided instruction will be used to help students learning anatomy. The student is expected to learn anatomical terminology, three-dimensional, radiological and live (palpatory) anatomy. Throughout the course students will be challenged to relate the anatomy to solving clinical problems. The latter is an integral part of the anatomy curriculum. Students will be evaluated by a series of five written examinations and five laboratory practical exams. Pre-Requisites: Admission to the Master of Science, Biomedical Professions or Anatomical Sciences Program. Fall.

**ANAT-715: Medical Neuroanatomy – (3 credit hours)**

This course provides a survey of the neuroanatomy and systems physiology of the central, peripheral and autonomic nervous systems. There are two major goals for this course. By the end of the course, using knowledge of neuroanatomy and neurophysiology, the student will be able to: 1) explain the reasoning for each step of the neurological exam, and 2) explain the mechanisms underlying a neurological patient's signs and symptoms. Pre-Requisites: Successful completion (grade of B or higher) of DO SYS 701 or ANAT 701 - Medical Gross Anatomy. Spring.

**ANAT-714: Medical Histology – (4 credit hours)**

Medical Histology is designed to give students a foundation of the basic structural and functional organization of cells and tissues in the human body. Histology focuses on the histologic study and microscopic anatomy of basic tissue types. This course is taken during the first semester of the first year of medical school. The understanding of the normal histology presented in this course is critical for the student's ability to: (1) envision the cellular/tissue structures associated with the biochemical and physiological processes explained in other courses, and (2) identify and comprehend the abnormal histology present in Pathology. Pre-Requisites: Admission to the Master of Science, Biomedical Professions or Anatomical Sciences Program.

**ANAT-801: Gross Anatomy Teaching Practicum – (7 credit hours)**

This course trains graduate students to teach the lecture and laboratory components of a medical gross anatomy course. Students will work with faculty mentors to develop lectures, conduct laboratory review sessions, write multiple-choice exam questions, and design and set up laboratory practical examinations. Pre-requisites: ANAT 603, ANAT 701.

**ANAT-802: Neuroanatomy Teaching Practicum – (4 credit hours)**

This course trains graduate students to develop and teach a clinical neuroanatomy course. Students work with a faculty mentor to develop lectures and learning objectives, write multiple choice examination questions, and conduct laboratory review sessions. *Pre-requisites: ANAT 603.*

**ANAT-803: Anatomy Dissection Teaching Practicum – (4 credit hours)**

Students will learn to design the dissection component of a gross anatomy course. They will explore the most effective instructional techniques and resources for directing students in human cadaveric dissection. Students work with faculty mentors to develop a dissection curriculum, evaluate dissection quality and completeness, and assess professionalism in the anatomy laboratory. Students will explore advanced dissection techniques for visualizing challenging regions and structures and will consider common surgical approaches to develop a clinically relevant dissection curriculum.

**ANAT-804: Histology Teaching Practicum – (4 credit hours)**

This course trains graduate students to teach histology as a stand-alone course or as an integrated component of a gross anatomy course. Students will work with faculty mentors to develop lectures, write multiple-choice exam questions, and learn how to design team-based learning modules. *Pre-requisites: ANAT 603.*

**ANAT-805: PA Anatomy Teaching Practicum – (3 credit hours)**

This course trains graduate students to teach the lecture and laboratory components of a graduate professional level anatomy course with laboratory using prosected specimens. Students will work with faculty members to develop lectures, teach laboratory content, conduct laboratory review sessions, write multiple choice exam questions, and design and set up laboratory practical examinations. *Prerequisites: ANAT 603, ANAT 701.*

**ANAT-806: Human Embryology Teaching Practicum - (3 credit hours)**

This course provides a review of human development from the embryonic through the fetal period. Topics include musculoskeletal, nervous system, gastrointestinal, urogenital, respiratory system, and circulatory system development. The course emphasizes clinically relevant embryology and explores various methods for teaching embryology in a medical school curriculum. Emphasis placed on curriculum and **lecture development, innovative teaching methods, assessment and item writing**. Prerequisite: ANAT 624 or equivalent embryology course or integrated gross anatomy course with embryology.

**ANAT-812: Advanced Human Neuroanatomy Laboratory – (1 credit hour)**

This course introduces the graduate student to human brain material to learn the surface features on whole and half brains, and internal anatomy using brain slices in the coronal and axial planes, and selected dissections. Students will study fixed brain specimens and learn to section and dissect brain material.

**ANAT-900: Current Anatomical Literature Review – (2 credit hours)**

The emphasis of this course is the acquisition of knowledge through a review of anatomy and clinical literature. This review will be used to compile data for research projects, book reviews, or presentations.

**ANAT-901: Independent Research I – (4 credit hours)**

The PhD student conducts research under faculty supervision. Emphasis is placed on introductory design, data collection and scientific writing.

**ANAT-902: Independent Research II – (4 credit hours)**

The PhD student conducts research under faculty supervision. Emphasis is placed on design, data collection and analysis as well as writing for publication.

**ANAT-903: Advanced Independent Research I – (5 credit hours)**

The PhD student conducts research under faculty supervision. This course provides more advanced research opportunities. Emphasis is placed on advanced design, data collection, data analysis and writing for publication.

**ANAT-904: Advanced Independent Research II – (5 credit hours)**

The PhD student conducts research under faculty supervision. This course provides advanced research opportunities in preparation for the doctoral dissertation. Emphasis is placed on advanced design, data collection, data analysis and writing for publication.

**ANAT-910: Dissertation research - (5 credit hours)**

The PhD student conducts doctoral dissertation research under faculty supervision. Emphasis is placed on collection and analysis of data, and on scholarly writing.

**ANAT-807: Graduate Seminar- (1 credit hour)**

The PhD student participates in the LMU-DCOM Seminar Series & the Department of Anatomy Journal Club. Additionally, PhD students participate in faculty development seminars and Ph.D. Program professional development sessions. This course is required each semester.

**LSCI-606 Appl Ethics Biomed Sci (3 Credit hours)**

Applied Ethics is the inquiry from the standpoint of moral philosophy into practical decision making. The focus of the course will concern ethical issues in relation to research and practice in the biomedical sciences. The course's instructional format will include a combination of lecture, video, small group discussion, and seminar. It will also include independent study of a focused topic selected by the student in consultation with their supervisor. The course will be primarily "Case Based" covering a range of topics with the emphasis on ethical decision-making. Ethical theory will be discussed in relation to making the most reasoned and informed argument for practical courses of action. Special attention will be given to the ethical dimensions of research involving human and non-human subjects. Pre-Requisites: Admission into the Master of Science Program and at least one prior undergraduate course in ethics.

**LSCI-510 Principles of Physiology (3 Credits)**

This course is an in-depth coverage of vertebrate physiology. Study will include the specific function of all major vertebrate organ systems along with focus on neurological and endocrine regulatory integration. Assigned readings in current primary literature will be used to extend learning of topics in this course. This course has a required critical analysis paper.

**DO SYS 716 - Medical Physiology (7.5 Credit Hours)**

This course is a comprehensive study of normal human physiology organized by system, with an emphasis on integration and control, and the osteopathic principles based on the body's innate capacity for regulation and healing. Students are also introduced to failures of the regulatory systems, due either to internal or external pathology. The major class activities are lectures and team-based learning (TBL) exercises. TBL activities are problem-solving exercises to reinforce learning. The goal of TBL is to develop skills at solving problems in physiological medicine that the students need to become highly qualified osteopathic physicians.

**EDEC-751: Quantitative Research Procedures – (3 credit hours)**

This course will provide candidates with an introduction to different types of quantitative research methods and statistical techniques. The course will be divided into two sections: 1) methods for quantitative research and, 2) quantitative statistical techniques for analyzing data. The course begins with a focus on defining research problems, theory testing, data identification and classification, causal inference, and designing research instruments. Then, the class will explore a range of statistical techniques and methods that are available for empirical research. Candidates will work in teams to explore research methods that may be applicable to their individual dissertation including: Primary and Secondary Data Analysis, Sampling, Survey Design, and Experimental Designs. Topics in quantitative techniques include Descriptive and Inferential statistics. Emphasis is placed on practical usage of quantitative methods and the acquisition of sufficient theoretical knowledge needed for data interpretation.



**EDEC-752: Qualitative Research: Theory and Design – (3 credit hours)**

This course focuses on the application of advanced qualitative research methods. Course topics may be related to data collection (e.g., interviews, focus-groups, observations, field logs, document analysis), sampling (e.g., maximum variation, snowball, convenience, quota), validity (e.g., member checks, intercoder reliability, auditing, bracketing, triangulation), and other important topics (e.g., rapport, ethical considerations, epistemology, ontology, coding techniques). Emphasis is placed on practical usage of qualitative methods and sufficient theoretical knowledge needed for data interpretation.

## **Sample Curriculum**

### **Sample Program of Study**

**FALL – YEAR 1 (15 credit hours)**

- ANAT-701: Medical Gross Anatomy – (7 credit hours)
- ANAT-714: Medical Histology – (4 credit hours)
- ANAT-807 Graduate Seminar (1 credit hour)
- EDEC-751: Quantitative Research Procedures – (3 credit hours)

**SPRING – YEAR 1 (16 credit hours)**

- ANAT-624: Human Embryology – (3 credit hours)
- ANAT-715: Medical Neuroanatomy – (3 credit hours)
- ANAT-803: Anatomy Dissection Teaching Practicum – (4 credit hours)
- ANAT-900: Current Anatomical Literature Review – (2 credit hours)
- ANAT-807 Graduate Seminar (1 credit hour)
- EDEC-752: Qualitative Research: Theory and Design – (3 credit hours)

**SUMMER – YEAR 1 (14 credit hours)**

- ANAT-604: Methods of Curriculum Development and Teaching Human Gross Anatomy – (3 credit hours)
- ANAT-805: PA Anatomy Teaching Practicum – (3 credit hours)
- ANAT-807 Graduate Seminar (1 credit hour)
- ANAT-901: Independent Research I – (4 credit hours)
- LSCI-606 Appl Ethics Biomed Sci (3 Credits)

**FALL – YEAR 2 (16 credit hours)**

- ANAT-801: Gross Anatomy Teaching Practicum – (7 credit hours)
- ANAT-804: Histology Teaching Practicum - (4 credit hours)
- ANAT-807 Graduate Seminar (1 credit hour)
- ANAT-902: Independent Research II – (4 credit hours)

**SPRING – YEAR 2 (12 credit hours)**

- ANAT-802: Neuroanatomy Teaching Practicum – (4 credit hours)
- ANAT-812: Advanced Human Neuroanatomy Laboratory – (1 credit hour)

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- ANAT-807 Graduate Seminar (1 credit hour)
- ANAT-903: Advanced Independent Research I – (5 credit hours)
- Qualifying exams

#### SUMMER – YEAR 2 (6 credit hours)

- ANAT-807 Graduate Seminar (1 credit hour)
- ANAT-903: Advanced Independent Research I – (5 credit hours)

#### FALL – YEAR 3 (9 credit hours)

- ANAT-604: Introduction to Radiographic Anatomy Clinical Imaging (3 credit hours)
- ANAT-807 Graduate Seminar (1 credit hour)
- ANAT-904: Advanced Independent Research II – (5 credit hours)
- Approval of dissertation proposal

#### SPRING – YEAR 3 (6 credit hours)

- ANAT-807 Graduate Seminar (1 credit hour)
- ANAT-910 Dissertation research - (5 credit hours)

#### SUMMER – YEAR 3 (6 credit hours)

- ANAT-807 Graduate Seminar (1 credit hour)
- ANAT-910 Dissertation research - (5 credit hours)

#### FALL – YEAR 4 (6 credit hours)

- ANAT-807 Graduate Seminar (1 credit hour)
- ANAT-910 Dissertation research - (5 credit hours)

#### SPRING – YEAR 4 (6 credit hours)

- ANAT-807 Graduate Seminar (1 credit hour)
- ANAT-910 Dissertation research - (5 credit hours)
- Anticipated graduation

## Calculation of Credit Hours

Calculation of credit hours is based on the following formula: twelve lecture hours equals one credit hour; twenty-four laboratory hours equals one credit hour.

## **Attendance**

Students are responsible for all material presented in lectures and laboratories. Attendance at all course sessions is required unless otherwise directed by the course director. Students are expected to be fully immersed in the courses and to be actively observing teaching methods, student engagement etc.

Students must request excused absences from the course director, for missed class sessions. Students must request excused absences from the Dean of Students if they will be absent from an exam or other required activity. Students should not assume their absence will be excused.

## **Religious Observances**

LMU-DCOM recognizes that our students represent our diverse society. It is the policy of LMU-DCOM to make every reasonable effort to allow members of the university community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide the Dean of Students with reasonable notice of the dates of religious holidays on which the absence is requested, preferably at the beginning of the semester. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden to the faculty or student. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the LMU-DCOM Dean.

## **Examinations**

Course Examinations: Course examinations are given periodically during the academic semester. Requests for excused absences for exams must be made in writing to the Dean of Students within 24-hours of the scheduled examination. Students who miss an exam without prior notification must meet with the Dean of Students as soon as possible, who will decide if the absence is excused or unexcused. If the absence is unexcused, the student will receive a zero for that exam.

Make-up exams for students with excused absences will be given within 10 days of the original exam date. Students with excused absences will not be penalized in terms of

grading. If the final course grades must be submitted to the registrar prior to the date of the make-up exam, the students will receive a grade of “Incomplete” (I). Once the student takes the make-up exam, his/her final course grade will be calculated and submitted to the registrar. The “Incomplete” grade will then be changed to the grade the student achieved in the course.

## **Grades**

Students in the Anatomical Education Ph.D. Program must receive a grade of B or better in all required courses and must maintain a cumulative GPA of B (3.0) or better. Students receiving a grade lower than B in any course will be referred to the Student Progress Committee (SPC). Course grades lower than a B may result in dismissal from the program.

The academic status or grading of student performance is determined at the end of each course and/or semester. Grades are determined based on scores and faculty evaluations collected throughout the course, as detailed in the course syllabus. It is the student’s responsibility to read course syllabi to insure understanding of course grading policies.

For all courses, the course director will submit a grade report that includes the percentage grade achieved in the class and a letter grade – either A, B, C or F. Some course may be designated as Pass/Fail. At the end of every semester, students will receive an unofficial copy of their transcript. The GPA on the transcript is calculated based on the letter grades (A, B, C, or F) for each course. A = 90-100%, B = 80-89%, C = 70-79%, F < 70%.

## **Remediation Policy**

Any student who fails a course will automatically be placed on Academic Probation and will be referred to the Student Progress Committee (SPC). Failure of a course may result in repeating the course in its entirety or dismissal from the program.

## **Student Grievances Regarding Grades**

A. Exam Grade Reconsideration: Students who question a grade have 48-hours after the grade has been posted to request a grade reconsideration to the course/system director. No exam grade reconsideration can be made after 48 hours.

B. Academic Due Process – Final Grade Reconsideration: If a student has a grievance about a course grade, the student should first discuss the matter with the course/system director. Further questions or disputes may also be addressed to the DCOM Dean of Students.

## **STUDENT PROGRESS COMMITTEE**

### **Student Progress Committee Procedures**

The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of LMU-DCOM Anatomical Education Ph.D. Program has the required skills, knowledge, and judgment to assume teaching and leadership roles as a medical educator. The Committee will monitor student progress and ensure that all students meet the academic and professional requirements necessary for advancement in the curriculum and graduation. The committee is composed of LMU faculty members and the Dean of Students (non-voting, ex-officio member).

If a student is referred to the SPC for any reason, (Academic or Professionalism issues) the committee will review the student's file and may recommend one of the following: (a) to allow the student to take a remediation exam, (b) to dismiss the student, (d) to otherwise alter the student's course of study. The Committee's recommendations are forwarded to the Dean of LMU-DCOM who then makes the final decision.

The Director of the Anatomical Education Ph.D. program will schedule SPC meeting dates as needed and inform students of the meeting via LMU email and provide an agenda to the committee members. Minutes will be kept by a recording secretary. All matters are submitted to a vote, with a simple majority ruling. The chair will be a non-voting member except in the instance of a tie. The Dean of Students is also a non-voting member.

Each student referred to the SPC will be required to meet with the committee in person. The goal of this meeting is to gain insight into why the student is having difficulty, so that the committee can work with the student to address the deficiencies. The only individuals allowed to attend an SPC meeting are the student, the student's advisor (at the student's request), the recording secretary and the committee members. The committee's recommendation will be forwarded to the Dean of LMU-DCOM within 5 working days.

### **The Dean's Actions**

The Dean of LMU-DCOM will review the SPC's recommendation and affirm, amend, or reverse the recommendation within five working days. The student and the SPC Chair will be notified of the decision in writing.

### **Appeal Process**

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A student wishing to appeal the decision of the LMU-DCOM Dean must submit a letter to the Appeals Board within 5 working days of receiving notification of that decision. The student's status will remain unchanged until the appeal process is finalized. Appeals may only be made in reference to the SPC and/or the Dean following LMU-DCOM policies and procedures; no other grounds for appeal will be accepted.

## Appeals Board

The Appeals Board will be composed of the Dean of Clinical Medicine, the Dean of Preclinical Academic Affairs/Basic Medical Sciences, and the LMU Vice President for Academic Affairs. The Appeals Board will review all written information pertaining to the case. **The job of the Appeals Board is to determine if LMU-DCOM policies and procedures relating to the case were followed and that no gross misapplication of fact occurred.** They will meet with the student but not with witnesses or other complainants. The decision of the Appeals Board will be forwarded in writing by the chair to the Dean of LMU-DCOM who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. **No further option for appeal will be considered.**

## Dismissal and Withdrawal

**LMU-DCOM reserves the right to dismiss any student at any time prior to graduation.** Circumstances warranting such action may be of an academic, legal or professional nature. It is imperative that any student who leaves LMU-DCOM for any reason follows the approved check-out procedure before their dismissal, withdrawal, or Leave of Absence is final. Failure to complete this exit procedure will cause LMU-DCOM to withhold all records pertaining to the student's attendance. The check-out procedure is as follows:

1. If the student is withdrawing, he or she must supply the Dean of Students with a letter of resignation. Only students who are passing coursework will be allowed to withdraw. Students who are failing coursework will not be allowed to withdraw. The student's transcript will note the date of the withdrawal.
2. If the student is being dismissed, the Dean of LMU-DCOM should inform the Dean of Students of the dismissal as soon as possible. The Dean of Students communicates with the student who is being dismissed that a check-out procedure is required.
  - As soon as the Office of Admissions and Student Services is formally notified of the student leaving school, it will produce a memorandum stating the change in the student's status to all LMU-DCOM offices and faculty. Before leaving campus, the student must undergo an exit interview with Admissions and Student Services Office.

3. When the student completes all of these obligations, LMU-DCOM will then release student records upon the proper request. Dismissal and check-out forms are available in the LMU-DCOM Office of Admissions and Student Services. The student's transcript will note the date of the dismissal.

## **Probation**

Probation shall be either academic or professional probation. All students who receive a course grade less than a B. will automatically be placed on academic probation for the remainder of the academic year and must appear before the SPC at an officially convened meeting. The SPC may dismiss the student. Removal from academic probation is based on successful remediation of the course(s) and satisfactory academic progress. Removal from professional probation requires a meeting with the SPC and resolution of disciplinary concerns. Students on probation may not hold any offices within student organizations, they may not attend any local or national conferences, and they must submit a written plan to the Chair of the SPC and the Dean of Students summarizing how they plan to improve their performance.

## ***STUDENT POLICIES***

### ***LMU CODE OF STUDENT CONDUCT***

The principle guiding the university regulation of student conduct will be that of responsible student freedoms. Students will be given the greatest possible degree of self-determination commensurate with their conduct and the consequences of their actions, in accordance with the stated purpose of Lincoln Memorial University.

Students are required at all times to maintain high standards of private and public conduct on campus and at university-sponsored events. To lie, cheat, steal or break one's honor under any circumstances is recognized as intolerable conduct. Violation of other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary actions. Claims of ignorance of commonly accepted rules or specific regulations will not be accepted as an excuse for violations.

Routine administrative regulations are enforceable by responsible university administrative units, i.e., LMU Finance Office, Office of Security, Director of Housing, Dean of Students, Resident Directors and Resident Assistants. University officials reserve the right to bring a charge against any student through the Dean of Students with due process observed. Any student who presents a clear and present danger to other members of the university community or who impedes the academic process will be subject to appropriate administrative action up to and including suspension on an interim basis

pending a hearing by the appropriate judicial system, which may result in a permanent suspension. Parents and/or legal guardians financially responsible for their LMU student will not necessarily be notified of any violations of the Code of Student Conduct.

Students have certain guaranteed rights as well as responsibilities as an enrolled student at LMU. The guarantee of these to all students is dependent upon all students' understanding and participation and promotion of these rights. The following list of rights and responsibilities of the typical full-time student constitutes the Code of Student Rights and Conduct. The rights of a student may vary according to the student's circumstances (program of study, individual status: residential, nonresidential, etc.). Each university student will have the following rights and responsibilities:

- to enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, or religion.
- to attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources.
- to use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of LMU and the laws of Claiborne County, the State of Tennessee and the United States of America.
- to have access to one's financial, academic and/or disciplinary files while being cognizant of one's financial, academic and disciplinary status with the university.
- to register early for the next academic term by meeting one's financial obligations to the university by paying tuition, fees and assessed fines in a timely manner.
- to receive a student handbook/catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs.
- to participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times.
- to interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.
- to expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.



## LMU-DCOM

### Anatomical Education Ph.D. Program, Student Handbook and Catalog

- to receive and review a Student Handbook each academic year to better one's understanding of the rules and regulations of LMU.
- to drive and park on the campus by registering one's vehicle and understand and abide by traffic policies.
- to receive proper notice and due process in judicial situations as designated in the judicial procedures by checking one's mail and answering all summonses.
- to expect an environment free from any form of harassment by following the appropriate channels to report any such harassment.
- to be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus wide elections.
- to join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities.
- to participate in intramural and other student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities.
- to benefit from all services provided by LMU to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed.
- to reside in a campus residence hall, if abiding by the policies of the hall and campus, upon availability by living on-campus if unmarried, under 21 years of age and not residing with a parent or legal guardian within a 65-mile radius of LMU.
- to maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus.
- to maintain and expect from all peers a constant high aiming standard of personal academic and social integrity.

### ***Student Honor Code: LMU-DCOM Anatomical Education Ph.D. Program***

Students LMU-DCOM Anatomical Education Ph.D. Program are expected to demonstrate the highest degree of professional and academic integrity. Cheating or dishonesty on any assignment or exam is a violation of the student honor code, as is plagiarism. Graduate students are expected to exhibit professional and ethical conducts at all times, including treating peers, faculty and staff, and the general public with respect. Students must respect the diversity of others and avoid disparaging remarks or actions towards others based on one's, race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, genetic information or any other factor. Students in the Anatomical Education Ph.D. Program are training for a professional career and will be involved in LMU-DCOM medical student instruction. Therefore, Ph.D. students are expected to dress in a professional manner.

Violations of the Student Honor Code are to be reported to the Director of the Anatomical Education Ph.D. Program or the Dean of students. Violations will be referred to the SPC for review and proper action, which may range from a simple warning to dismissal from the program.

## ***CONDUCT AND PROFESSIONALISM***

### ***General Conduct Policy Guidelines***

1. The University does not accept responsibility for loss of personal property due to theft, fire or vandalism. Students are encouraged to research and purchase renter's insurance. Students should also be aware if their property is covered under their parents' or guardians' homeowner's policy. All students are encouraged by the Office of Safety and Security to properly secure their property while on campus.
2. All students are required to acquire and wear a clearly visible LMU Student ID Card above the waist. All students are required to have a valid form of photo ID on them at all times while on campus (including LMU ID and license). If a faculty member, staff member, security officer, or Resident Director or Resident Assistant asks a student to present an ID, the student must present identification immediately. Failing to provide, or refusal to provide requested identification can result in disciplinary action, including a \$25.00 fine and/or removal from campus.
3. Students may not possess, consume, sell, use or be in the presence of alcoholic beverages or nonprescription narcotics on campus grounds, in University

buildings or at University activities (see "Policy on Alcohol and Other Drugs").

4. Use of any tobacco product, including vaping, is prohibited campus wide.
5. Penalties related to violations of alcohol and narcotic prohibition can result in disciplinary actions including suspension or expulsion from the University (see "Policy on Alcohol and Other Drugs").
6. All types of guns, ammunition, explosives (including firecrackers and other fireworks and other flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus, and are finable offences. A fine of \$500.00 and/or possible arrest will result from the discharge of firearms at any time on LMU property. The potentially dangerous weapons will be removed from LMU property. Anyone wishing to temporarily store weapons on campus must apply for such arrangements for storage with the LMU Chief of Police/Security before these items are brought on campus property. Hunting is not permitted on the campus or surrounding parklands or farmlands owned by the University.
7. Any form of abuse of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Abuse / Harassment / Intimidation / Stalking / Vandalism of any person or property on campus will result in immediate action including but not limited to: prosecution by local authorities, payment of damages, fines, possible removal from campus housing, suspension, or expulsion. Sexual Harassment is addressed within "Sexual Harassment Policy." Definitions: "Harassment," according to Tennessee Code Annotated (TCA) 39-170308, occurs when someone "Threatens, by telephone or in writing, to take action known to be unlawful...and knowingly annoys or alarms the recipient," or "Place...telephone calls anonymously, or at...hours known to be inconvenient to the victim, or in an offensively repetitious manner, or without a legitimate purpose of communication, and...Knowingly annoys or alarms the recipient." "Intimidation," occurs when someone "injures or threatens to injure or coerces another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any (lawful) right or privilege," or "damages, destroys or defaces any real or personal property of another person with the intent to unlawfully intimidate another from the free exercise or enjoyment of any right or privilege..." "Stalking," occurs when someone "intentionally and repeatedly (two or more separate occasions) follows or harasses another person in such a manner as would cause that person to be in reasonable fear for being assaulted, suffering bodily injury or death." "Vandalism," occurs when someone "knowingly causes damage to or the destruction of any real or personal property of

another..." "Assault," occurs when someone "Intentionally, knowingly or recklessly causes bodily injury to another...Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or...Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative." Students, faculty, and staff are encouraged to consult current TCA listings for more specific information on these laws and to report all incidents of these crimes immediately.

8. Falsely reporting fires, bomb threats or other emergencies (either to LMU personnel or local 911 / police force dispatch personnel), falsely setting fire alarms and the non-emergency use of emergency equipment will result in immediate administrative action leading to possible suspension from the University and prosecution through state and federal laws. Tampering or damaging smoke detectors is subject to a \$250.00 fine and possible suspension.
9. Unauthorized entry into another student's room, faculty or staff offices, or any other campus facility is considered a serious violation and will result in immediate disciplinary action. This includes unauthorized entry into any facility outside of regular working hours.
10. Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits can result in a finable offense (up to \$250.00).
11. Theft of University property or of someone's personal property is against the law. Penalties may include campus sanctions as well as civil prosecution.
12. Giving false testimony to an investigating staff member or to a member of any of a judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to their role in a disciplinary procedure will result in appropriate disciplinary action.
13. Giving false names or identification to any inquiring LMU staff person will result in disciplinary sanctions.
14. Harassment of another person, whether physical or verbal, is not tolerated and will be stopped, including possible removal of the offender from the University (see "Sexual Harassment Policy" and other definitions of harassment).
15. Littering the campus is offensive to everyone. Anyone found littering is subject to a \$25.00 fine and will be assigned appropriate community service.
16. A student's behavior is not only a reflection of his/her own choices, but is also a strong reflection upon the caliber of students enrolled within the University

community. The University reserves the right to discipline students who commit certain off-campus violations of university policies.

17. The University reserves the right to require the withdrawal of a student due to physical or emotional reasons. The student may be considered for readmission/continued enrollment upon producing documented medical evidence satisfactory to a medical advisor selected by the University which proves that the condition requiring withdrawal has been corrected.
18. Any student who has not completed registration properly in an appropriate amount of time or who has not paid his/her account according to arrangements made with the Finance Office and Financial Aid Office is subject to administrative withdrawal from classes. A reasonable attempt will be made to contact the student before such action is taken.
19. The falsification of University documents of any kind is prohibited and subject to disciplinary action.
20. The University respects an individual's right to express themselves uniquely and strongly, however, when instances of complaints regarding reported or witnessed "foul" or "offensive" language or insinuations are filed with or by University administrators, the Office of Student Services will treat each case individually in order to address the appropriateness of the material in question and whether it contributes to or subtracts from the mission of the University.

All of the above stated offences may be dealt with on a case-by-case basis and according to the determinations of the seriousness of each incident may result with sanctions ranging from a simple warning to dismissal of the student from LMU-DCOM.

### ***Alcohol and Other Drugs***

In compliance with Section 1213 of the Higher Education Act of 1965, as added by Section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226), Lincoln Memorial University offers a drug prevention program through the Office of Counseling. The program emphasizes campus policy on illicit drugs and alcohol, legal sanctions for illicit use within Tennessee and the United States and a description of health risks associated with the use of illicit drugs and alcohol, counseling and treatment available to the campus community, and LMU disciplinary sanctions for illicit use by the campus community.

1. Standards of conduct regarding unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as part of any LMU activities (including off-campus activities):

- a. Public drunkenness is not permitted on campus. Drunken persons who are violent, uncontrollable, or aggressive are subject to arrest. (Also see "Sanctions for underage drinking, possession, or intoxication")
  - b. All underage students apprehended for alcohol consumption, possession, or intoxication will be reported in numerical form to the Tennessee Bureau of Investigation (TBI) in LMU's monthly report to the agency. In addition, all students who are arrested for being intoxicated, regardless of age, will be reported numerically to the TBI.
  - c. Any LMU-DCOM recognized student organization that organizes or sponsors a sanctioned off-campus event where alcohol is served, used, or sold must use a third-party vendor, such as a hotel or restaurant, to serve the alcohol. The third party vendor must have a cash bar with individual students paying for their own alcohol. Monetary transactions will be between the individual students and the third party; *there will be no monetary transaction between the LMU student organization and the third party vendor.* Student association funds will not be used to pay for alcohol; likewise, members of the club will not participate in serving the alcohol. Any student organization that violates this rule will be sanctioned.
  - d. Students living in graduate student housing complexes and the University Inn (residents are aged 21 or older) may have alcohol in their apartments. Alcohol may not be consumed outside of their apartments in the common areas.
  - e. Graduate students (age 21 or older) who live in undergraduate housing may not have alcohol in their rooms.
2. Legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol: Applicable Tennessee Law for the unlawful possession or distribution of illicit drugs and alcohol: "Definition of a minor: The 'age of majority' for purposes related to alcoholic beverages in Tennessee is defined as twenty-one years of age." [Tennessee Code Annotated - 1-3-105]. "Possession or consumption by a minor: It is unlawful for persons less than twenty-one years of age to purchase, possess, consume, or transport alcoholic beverages, including beer and wine" [T.C.A. - 1-3-13(b)]. "Finally, minors may not purchase, receive or possess alcoholic beverages in a public place" [T.C.A. - 57-4-203(b)(2)]. "Sale or gift to a minor: It is a misdemeanor for any adult to furnish or buy alcoholic beverages for a minor, [T.C.A. - 39-6-929(b) and 57-5-301(d)(2)]. "Miscellaneous: It is unlawful in Tennessee "for any person to buy another, any intoxicating liquor from any persons" [T.C.A. - 39-6- 9051].
- "Sale or gift to an intoxicated person: Licensed vendors and others are prohibited from selling or furnishing alcoholic beverages to 'visibly intoxicated' persons" [T.C.A. - 57-4-203(c)]. "Criminal offenses and penalties - Habitual drug offenders - Class X felonies:

- a. Except as authorized by - - 39- 6-401 - 39-6-419 and title 53, chapter 11, parts 3 and 4, it is unlawful for any person to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance, or for two (2) or more persons to conspire to manufacture, deliver, sell, or possess with intent to manufacture, deliver or sell, a controlled substance; provided, however, that no agreement shall be deemed a conspiracy unless some act be done to effect the object thereof. Any person who violates this subsection with respect to a controlled substance is guilty of a felony in respect to most illicit drugs.
- b. It is unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by - - 39-6-401 - 39-6-419 and title 53, chapter 11, parts 3 and 4. ...(d)

It shall be unlawful and shall constitute a Class X felony for a person to be engaged as a habitual drug offender. As used in this subsection, a 'habitual drug offender' is defined as one who engages in the protracted and repeated manufacturing, delivering, selling, processing with intent to manufacture, deliver, sell or conspiring with another with intent to manufacture, deliver, sell or possess with intent to manufacture, deliver or sell any controlled substance under any schedule or combination of schedules, unless a person is otherwise permitted by law to engage in one or more of the activities included herein" (T.C.A. - 39-6-417(a)(b)(d)].

"Unlawful drug paraphernalia uses and activities. 'Except when used or possessed with he intent to use by a person authorized by - - 39-6-401 - 39-6-419, 53-11-301 - 53-11-414, to dispense, prescribe, manufacture or possess a controlled substance, it is unlawful for any person to use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of this part.'" [T.C.A. - 39-6-456]. T.C.A. (1987 Cum. Supp.)

3. The scope and impact of health risks from alcohol and drug abuse are both alarming and well- documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family, organizations and society at large. There are physical, emotional, spiritual, social and occupational risks involved with the use of alcohol and drugs. Some of the physical health risks of drug use include, but are not limited to heart problems, infections, malnutrition, convulsions, respiratory paralysis, emphysema, high blood pressure, and possible death. Drug use can also lead

to legal problems, financial hardships, and social and occupational difficulties. Some of the physical risks of using alcohol are chronic addiction, blood disorders, brain damage, cirrhosis, hepatitis, heart problems, lung infection and stomach ulcers. Mentally, there may be increased stress, depression, contemplation of suicide, impaired thought process, memory loss, and increased incidents of psychosis. Lincoln Memorial University, therefore, conducts regular programs to educate its students, faculty, and staff that consumption and/or abuse of alcohol and other drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical or psychological dependence.

4. Alcohol and drug counseling, treatment or rehabilitation may be provided to students of LMU– DCOM Students receiving counseling on campus as a result of alcohol, drug, or personal concerns can do so with the assurance that strict counseling confidentiality will be observed. If dismissal from LMU-DCOM is made, assessment and rehabilitation at the student's expense may be required for reentry to the institution.
5. Disciplinary sanctions will result from standards of conduct violations regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as a part of any LMU activities. Student consumption, possession, sale, distribution, or being in the presence of alcohol and other drugs on the LMU campus is prohibited. Sanctions include, but are not limited to:
  - a. Sale and/or distribution to a minor: Removal from the residence hall with no refund of housing fees and revocation of visitation privileges in any campus residence hall, as well as referral to law enforcement.
  - b. Public drunkenness: Those who are violent, uncontrollable, or aggressive are subject to arrest. Other offenses subject to second offense consequences "possession or consumption" above.
  - c. Alcohol served, used, or sold at campus activities on campus will result in the probation and/or suspension of the sponsoring organization. (See Student Organization Council Handbook)

Possession, consumption, sale, or use of illicit drugs is against local, state, and Federal law. Suspension and expulsion from the university and arrest will be consequences of these serious infractions

### ***Eating and Drinking in Classrooms***



To maintain a safe and clean environment, eating or drinking is generally prohibited in classrooms, laboratories and auditoriums. Students are permitted to have a cup or bottle with a lid in some classrooms. Student violators will be referred to the Dean of Students for disciplinary action.

## ***Professional Appearance***

All LMU-DCOM students are expected to be dressed appropriately at all times with awareness to personal hygiene, cleanliness and especially a professional demeanor. Students need to demonstrate that they have the proper judgment about what attire to wear for a given educational activity.

1. Students who come to school dressed unprofessionally will be asked to leave the campus, change clothes and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. The dress code is enforced between the hours of 7:30 am–4:30 pm on Monday through Friday.
2. While not an exhaustive list, tube tops, hooded sweatshirts, tank tops, t-shirts, flip-flops, excessive body piercing, cutoff shorts, and jeans with holes in them are examples of inappropriate dress during normal school hours. When representing LMU-DCOM in any type of public forum, such as a conference or certain on-campus events, the dress code is, at the very least, business casual. At some public forums a higher standard is expected. Again, the student must display correct judgment and match the appropriate clothing with the event.
3. Courses with a laboratory component will require that students dress as directed for these courses. The syllabus for each course will explain in more detail the appropriate attire.

## ***Academic Integrity***

It is the aim of the faculty of LMU-DCOM to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his/her own work that he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible dismissal.

## ***Cheating***

Dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions, the use of unauthorized notes (either written or electronic) during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating. Cell phones, smart phones, and smart watches are not permitted during examinations. A student who is found to have a cell phone or smart device on

their person during an examination will receive a zero for that examination and will be subject to dismissal.

## **Plagiarism**

Offering the work of another as one's own without proper acknowledgement is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the themes, reports, or other writings of a fellow student has committed plagiarism. Students should become familiar with any standing policies differing from these general expectations as per their academic department and / or school.

## ***Professionalism Standards in Social Media***

Social media is a term that describes the various web-based networking sites that students use to communicate and connect. The most popular examples are Facebook, Instagram, Snapchat, and Twitter. Blogs are also a form of social media that provide commentary or serve as a personal on-line diary.

LMU-DCOM recognizes the major advantages of social networking sites. Not only do they connect students quickly and widely, they also provide valuable exchanges of information and the ability to comment, to critique and to carry on dialogue. However, the University also recognizes that this technology imposes additional standards for professional behavior upon medical and health professions students. A study reported in the *Journal of the American Medical Association* (September 23/30, 2009; 302: 1309-1315) found that 60 percent of U.S. medical school deans reported incidents in which students had posted unprofessional content online. The unprofessional postings included profanity, discriminatory statements, alcohol abuse, sexually suggestive material and a few incidents in which patient confidentiality was violated.

The following guidelines that pertain specifically to social media:

1. **Confidentiality and HIPAA Compliance:** Health care providers have a professional obligation to maintain the confidentiality of patient information. The Health Insurance Portability and Accountability Act (HIPAA) imposes additional obligations of non-disclosure. Some students do not realize that posting information about nameless patients is still a violation of the confidentiality obligation and may be a HIPAA violation. Therefore, when using social networking sites, do not post any information regarding a patient; do not post photos of surgical cases; do not discuss personal characteristics; do not discuss hospital/clinic procedures.
2. **Anatomy Lab:** The dissection lab is made possible through the generosity of individuals who have donated their bodies to further medical studies. Out of

respect for body donors and their families, students are not to discuss or disclose any information pertaining to the donor, or to describe dissection stages, outside of the anatomy lab. The honor of learning the art of anatomy from donated bodies calls for the highest levels of respect both inside and outside the lab. Anatomy faculty members provide appropriate training on standards of behavior during the lab sessions. It is the student's responsibility to carry this training forward and demonstrate appropriate respect for donors in all aspects of academic and professional life. Cameras and cell phones are strictly prohibited in the anatomy lab. The LMU-DCOM anatomy lab is off-limits to non-DCOM personnel, including family and friends of LMU-DCOM students.

3. **Digital Footprint:** While quick and far-reaching, social media are also fairly permanent. Although you may think you have deleted an inappropriate post, it is probably archived in someone's file. The American Medical Student Association advises students: "If you would be embarrassed if your Dean read your statements, then you are better off not posting them."
4. **Impact:** Prospective employers surf social networking sites to check out your background, interests, and professional standards. Don't post inappropriate photos that provide unflattering references. And choose your friends wisely. Remove any unprofessional postings to your wall as soon as possible.

## ***Academic Environment***

The University considers both the in-class and the out of the classroom learning spaces to be equally important, therefore we strive to create in both cases environments conducive to optimal learning. The following are policies and encouragements designed to enhance and guarantee such a campus experience for our students:

Cell phones are to be turned off at all times while classes are in session so as not to interrupt the flow of instruction and learning. Additionally, children are not to be brought to class. Students who violate this policy may be asked to leave. We apologize for any inconvenience this may cause but we must respect the rights of all students to concentrate without interruption.

## ***Academic Freedom***

College and University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens within the University mission enjoy; and as members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administration officials should ensure that institutional powers are not employed to inhibit such

intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. (Adapted from the 1992 American Association of University Professor's statement on Student Rights and Freedom).

## ***SEXUAL AND OTHER DISCRIMINATORY HARASSMENT***

LMU is committed to maintaining study and work environments that are free from discriminatory harassment based on sex, race, color, national origin, religion, pregnancy, age, military status, disability or any other protected discriminatory factor. Sexual or other discriminatory harassment of its students is strictly prohibited, whether by non-employees (such as contractors or vendors), other students, or by its employees, and LMU will take immediate and appropriate action to prevent and to correct behavior that violates this policy. Likewise, students are strictly prohibited from engaging in harassing behavior directed at LMU's employees, its visitors, vendors and contractors. All students must comply with this policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Appropriate disciplinary action, up to and including, suspension, expulsion, termination from employment or being banned from LMU properties, will be taken against individuals who violate this policy.

### ***Sexual Harassment***

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature.

This conduct constitutes unlawful sexual harassment when:

1. Submission to this conduct is explicitly or implicitly made a term or condition of an individual's employment or academic success;
2. Submission to or rejection of this conduct is used as the basis for an employment or academic decision; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment can include:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.
- Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.
- Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault and rape.

While sexual harassment usually involves members of the opposite sex, it also includes “same sex harassment,” (*i.e.*, males harassing males and females harassing females). Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or in an academic environment. Regardless of the form it takes, verbal, non-verbal or physical, sexual harassment is inherently destructive, insulting and demeaning to the recipient and will not be tolerated at LMU.

### ***Other Discriminatory Harassment***

Other discriminatory harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, pregnancy, age, military status, disability, sexual orientation, or other protected discriminatory factor, when such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual’s work or academic performance; or (3) otherwise adversely affects an individual’s employment or academic opportunities.

Examples of discriminatory harassing conduct include, but are not limited to, using epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts or words, or showing, exhibiting or creating written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, pregnancy, age, military status, or disability.

**All students must avoid any action or conduct that might be viewed as discriminatory harassment (whether sexual or other). Approval of, participation in or acquiescence in conduct constituting such harassment is a violation of this policy. Note: Individuals may be disciplined for behavior which is not so severe as to independently constitute unlawful harassment, but which is nonetheless offensive.**

### ***Hazing***

All forms of hazing on the part of any individual, group of individuals or organizations are subject to civil and University disciplinary action. No initiation or other activity shall

be undertaken which endangers the health and safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits.

For purposes of this policy and University disciplinary action, LMU defines *hazing* to include any action taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, work sessions which interfere with regulations or policies of LMU or the laws of the State of Tennessee. Tennessee law [T.C.A. §47-7-123] prohibits hazing and offers the following definitions: (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

### ***Complaint and Reporting Procedure***

Students have the responsibility to bring any form of harassment or hazing that they experience or observe to the immediate attention of LMU. They need not complain first to the offending person. All complaints or reports should be directed either to the LMU-DCOM Dean of Students or to the LMU Vice President for Enrollment Management and Student Services. Students may also contact the Title IX department. A prompt, thorough, and fair investigation will be conducted based on the individual's statement of what has occurred. In an effort to protect the individual who reports or complains of harassment, to encourage prompt reporting, and to protect the accused's interests during the pending investigation, access to information related to the investigation will be maintained on a strict "need to know" basis and all individuals involved in an investigation will be instructed not to discuss the matters in question outside of the investigation. LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy.

Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Signed statements from the parties and witnesses will usually be requested, though complainants are not required to make a written complaint. All

complainants and witnesses will be protected from coercion, intimidation, retaliation, interference or discrimination for raising a bona fide complaint or properly assisting in an investigation. If the investigation reveals that the complaint is valid, prompt and appropriate corrective action designed to stop the harassment immediately and to prevent its recurrence will be taken.

Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. LMU will follow up any complaint or investigation as appropriate to insure that no retaliation occurs. Students should *immediately* report any perceived retaliation to the LMU-DCOM Dean of Students or to the LMU Vice President for Enrollment Management and Student Services. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate it. Whether a particular act or incident produces a discriminatory employment or academic effect or amounts to harassment, or whether it otherwise violates this policy, requires a factual determination based on all the facts and circumstances. Given the nature of this type of discrimination, the University recognizes that false accusations of sexual or other discriminatory harassment can have serious effects on innocent individuals. Therefore, if after investigating any complaint or report, it determines the complaint or report is not bona fide and was made in bad faith or for an improper purpose, or that an individual has provided false information regarding a complaint or investigation, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

LMU trusts and expects that all students will continue to act responsibly to establish and maintain a pleasant and respectful community environment, free of discrimination or harassment, for all. LMU has a zero tolerance policy for sexual or other discriminatory harassment. Thus, students are subject to discipline for any inappropriate behavior.

Questions or concerns about this policy or the complaint and reporting procedure should be directed to the Office of Admissions and Student Services.

### ***Sex Offense Prevention Programs and Procedures***

Sex offense prevention education is part of orientation. Prevention literature and contact information for local agencies is available in the Student Services lobby and at the Tagge Center for Academic Excellence, and students are encouraged to contact LMU Student Services counselors with any additional concerns or requests for information.

Students may access the TBI's Tennessee Internet Crime Information Center's Sexual Offender Registry (for Claiborne County) at:

[http://www.ticic.state.tn.us/SEX\\_ofndr/sor\\_short\\_county.asp](http://www.ticic.state.tn.us/SEX_ofndr/sor_short_county.asp). For Bell County, KY: <http://kspsor.state.ky.us/>. For Lee County, VA: <http://sex-offender.vsp.state.va.us/>.

### ***Reporting Offenses***

Students who experience, witness or are otherwise informed that a sexual offense has occurred should, at the student's option, contact local law enforcement, a campus security officer, or university official as soon as possible (see Security Team contact information

below). Prompt reporting is important in order to preserve available evidence, to obtain necessary treatment and support for the victim and to prevent further harm to others.

## ***Procedures***

LMU will cooperate with lawful investigatory processes related to criminal investigations. In addition, allegations of sexual offenses brought against a student will be handled pursuant to the University's Sexual Harassment policy and procedures. The University may impose disciplinary action against a student even in the absence of a criminal report, arrest or conviction. Sanctions may include, but are not limited to, disciplinary probation, suspension or expulsion. The LMU-DCOM Office of Admissions and Student Services may, upon request or out of concern for safety, make adjustments to a student's academic or living situation.

## ***OTHER CAMPUS POLICIES***

### ***Video and Audio Recording***

It is expressly forbidden to make audio or video recordings of any lectures by either the in-house or adjunct faculty members without prior written permission. Likewise, it is forbidden to distribute such material.

### ***Identification Badges***

A picture identification card (ID) will be made for all students free of charge. A \$10.00 fee will be charged for replacing lost ID's. The card should be retained over all semesters that the student is enrolled at LMU-DCOM. All registered students must carry their ID and surrender their ID card if asked by a staff member of the institution (including Resident Assistants, Resident Directors, and Security). All valid IDs are used for identification, to check out library books, to obtain admission to most campus activities, entrance into LMU-DCOM facilities, and are useful as a form of identification in the surrounding community as well. It is the student's responsibility to have the ID validated each semester with the Office of Admissions and Student Services. A possible fine of \$25.00 will be assessed to any student not in possession of his/her LMU-DCOM student I.D. upon request by LMU personnel.

**All LMU-DCOM students must have their University ID badge visibly above the waist when on campus or in any LMU facility.** Any student on campus after-hours or on weekends requesting facility access must have an LMU ID badge to verify identity. Campus Police & Security will need to see your LMU ID badge before you gain access to the facility. If you have forgotten your LMU ID badge you may be asked to show a picture ID, such as a driver's license. If you can't provide an LMU ID Badge or valid Driver's License/State approved ID, access may be denied.



## ***E-Mail Accounts***

All students will be given an LMU e-mail address. This is the official means for LMU-DCOM representatives to communicate with students thus it is the student's responsibility to check e-mail accounts on a regular basis. During orientation representatives from the Information Technology department will make a presentation about the rules and policies of using the LMU-DCOM e-mail account.

## ***Student Health Insurance***

Students are required to have basic health insurance coverage.

## ***Acquired Immunodeficiency Syndrome (AIDS)***

The following guidelines, recommended by the American College Health Association, are based on facts derived from the best currently available medical knowledge about Acquired Immunodeficiency Syndrome. The University reserves the right to revise this statement based on further advanced information on AIDS. Because Lincoln Memorial University is an educational institution, its main response to AIDS will be educational in nature. The LMU Health and Safety Committee will be responsible for disseminating the latest information on AIDS and AIDS prevention to the campus community. The Health and Safety Committee will serve as AIDS information and review committee to evaluate AIDS related situations on a case- by-case basis and continue to update the AIDS policy as necessary.

1. There is no medical justification for restricting the access of persons with AIDS, AIDS Related Complex (ARC), or a positive HIV antibody test to campus facilities or activities.
2. Most students, faculty, or staff who have AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities.
3. Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the initial admission decision to the institution.
4. Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the decision regarding residence hall assignment except in the following situation: Immunocompromised students may require special (separate) housing accommodation for their own protection, and this will be provided when such housing is available and only with the permission and consent of the student involved. Although a good faith attempt will be made to provide such

accommodations, the institution is under no obligation to create such an accommodation when one is not readily available.

5. Students, faculty, or staff are encouraged to inform campus authorities (i.e. students inform the Vice President for Academic and Student Services; faculty/staff inform the Vice President for Academic Affairs) if they have AIDS, ARC, or a positive HIV antibody test so the university can meet the needs of the individual. All medical information must be handled by Lincoln Memorial University authorities in a strictly confidential manner.
6. No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or parents, without the expressed written permission of the individual. No recording of AIDS-related information will be entered in University records without the individual's consent.
7. An effort will be made by the Health and Safety Committee and other University personnel to provide educational measures whereby the Lincoln Memorial University population at large may learn the facts about AIDS and AIDS prevention.
8. While the above guidelines should prove applicable in almost all AIDS-related cases, Lincoln Memorial University reserves the right to apply or disregard these guidelines on a case-by-case basis.

### ***Holidays***

Official LMU Holidays (Offices closed/no classes): In addition to the mid semester break which varies from year to year; DCOM is closed on the following days: Labor Day, Thanksgiving Day and the Day following Thanksgiving, December 23-30; January 2; Good Friday, Memorial Day, Fourth of July.

### ***Vacations***

In general, the academic calendar will follow the LMU-DCOM schedule, unless the student is enrolled in course or activity in one of the other LMU programs. Students are to schedule vacations accordingly, so as not to interfere with teaching responsibilities. In addition to university holidays, students may schedule up to 2 weeks of vacation per year. The student should contact the Director of the Anatomical Education Program for approval.

### ***Inclement Weather***

Campus closure due to incremental weather is announced on local radio and TV stations and posted on the LMU website. LMU-DCOM will also make official announcements via university email. It is the students' responsibility to stay abreast of weather conditions and notifications.

## ***Parking***

All students, faculty, and staff vehicles must be registered with the University Office of Student Services during the completion of academic registration. Vehicle registration covers one academic year, ending on the last day of the summer session. A registration fee of \$30.00 is assessed per student. Parking tags are issued upon registration and indicate status as student or faculty / staff. Tags must be visible on the rear windshield. Parking tags are transferable to other vehicles as approved by the Office of Student Services.

Students are required to park in designated student parking spaces and lots. Any unauthorized vehicle parked in Visitors or Staff/Faculty spaces will be issued a ticket by Campus Police and Security.

## ***Building Hours***

Dedicated Location = the location where you matriculated

Additional Location = the other DCOM location

All DCOM students can access both the Harrogate and Knoxville medical buildings with their LMU ID Badge.

- With the exception of holidays and other administrative closings, students have access to DCOM – Harrogate and DCOM – Knoxville medical school buildings 24/7.
- The main doors (front and back) to the buildings are unlocked Monday – Friday, 6:00am – 6:00pm. When entering any building outside of building hours, students must use their ID Badge to enter and remain in the building.
- ID Badges must be worn and visible at all times. If a student forgets their badge, they must sign-in with the receptionist in Harrogate and with security in Knoxville.

### **Study Space**

- Students at their dedicated location have priority access to group study rooms. Any students visiting the additional location are welcome to use open study spaces, available lecture halls, and the library.

### **Mandatory Lectures and Examinations**

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- Students are not permitted to attend any mandatory lectures, events, written examinations, lab practicals, or clinical examinations at the additional location. All students must attend these required sessions at their dedicated location.

### Anatomy and OPP Lab Facilities

- Students who wish to use the Anatomy and/or OPP lab facilities at the additional location must be accompanied by a student from that location. For example, if a DCOM – Knoxville student is using the DCOM – Harrogate Anatomy Lab, they must be with a DCOM – Harrogate student at all times.

## ***Campus Police and Security***

Each DCOM campus has an on-campus police force which provides supervision for the entire campus in conjunction with LMU standards and policies and State of Tennessee certification requirements. The LMU Campus Police and Security Team is professionally trained and licensed by the State of Tennessee. Security is administered and monitored through the LMU Office of Student Services. At least one police officer is on duty seven days per week, 24 hours per day to secure campus facilities, protect and assist campus students, personnel, visitors and to monitor traffic regulations. At the Harrogate Location, **the Campus Police and Security Office is located in the Tex Turner Arena.** All students, faculty, staff, and visitors are encouraged to report criminal activity and any other safety concern as soon as safely possible. Upon request, reports can be submitted through a "voluntary confidential reporting process."

At the **Knoxville Location**, security is provided by Volunteer Protection Services. The Security team is professionally trained and licensed by the State of Tennessee. The Security Office is located near the second floor entrance of Building 1.

Campus Police and Security provides numerous services to the LMU community, including but not limited to: vehicle patrols, foot patrols, door locks and unlocks, escort service after hours, camera monitoring, and dispatching for both emergency and non-emergency situations.

LMU utilizes the LiveSafe emergency notification system to alert university members in the event of an emergency. To download the LiveSafe App: 1) visit the Google Play or App Store and search for "LiveSafe" 2) Download the app, register with your LMU email, and complete your profile 3) Search for "Lincoln Memorial University" as your school.

In the event of an emergency or any other security need, look for an officer or phone the Security Office at (423) 526-6911, or phone the Dean of Students at (865) 585-2975.

In accordance with Public Chapter 317, "College and University Security Information Act," enacted July 1, 1989, in the state of Tennessee, LMU submits monthly crime statistics to the Tennessee Bureau of Investigation (TBI). Specific policies and procedures are available upon request from the Dean of Students Office. In the event of an emergency or any other security need, look for an officer, call a police officer at (423) 526-6526 (dial in your phone number), phone the Security Office at (423) 869-6911, or phone the Dean of Students at (423) 869-7104, Monday through Friday 8:00 a.m. to 4:30 PM. Warnings (crime, emergencies, or weather-related) particular to the University community are coordinated through all or a combination of the following: LMU Police, the Office of the President, the Office of Student Services, and the LMU Health and Safety Committee (12/18/03).

Crime statistics are reported to the TBI according to TBI policies for Tennessee colleges and universities. The TBI requires all Tennessee colleges and universities to report specific crimes that have been reported to and investigated by Tennessee authorities. Crime Statistics at LMU for the past calendar years are listed in the general student handbook in accordance with Regulatory Citations 34 CFR 668.46(b)(1) & 34 CFR 668.46(c)(1)-(2).

## ***Safety and Emergency Procedures***

Students should reference the LMU Health/Safety and Critical Incident Response Procedures located at

<https://pathway.lmunet.edu/info/facilities/Handbooks/Forms/AllItems.aspx>.

### **Emergency Fire Response**

The University Campus Police and Security staff responds 24 hours-a-day to any fire alarm or report of burning odors; however, fire alarms alone do not ensure any person's safety unless that person knows how to safely exit a building when the fire alarm sounds.

### **Fire Drill Procedures: Classrooms and Other Facilities**

In case of fire, either the smoke detectors or fire alarms will sound. Students, faculty and staff should do the following:

1. In an orderly fashion, exit the building, staying low to avoid smoke inhalation.
2. If the fire alarm has not been activated, pull the closest fire alarm when exiting the building. (If the fire alarm has already been activated, there is no need to pull a second alarm.)

3. Familiarize yourself with the layout of the building. Escape routes are posted throughout buildings in areas easily accessible to everyone.
4. If you are the last person to exit a classroom or office, close the door, reducing the fire's spread and damage.
5. After exiting, meet in a designated rally point to be accounted for. Under no circumstances should you reenter a burning building!
6. To prevent personal endangerment and obstruction of emergency responders and equipment, do not leave the assigned areas until cleared to do so by your Area Leader.

In the case of a drill, please note the sooner everyone is out, the more quickly the all clear can occur and activities can return to normal.

### ***Public Relations and Marketing Guidelines***

The full formal name of the school is Lincoln Memorial University-DeBusk College of Osteopathic Medicine. When referring to the school in external communication, on first reference it should be "Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM)." Subsequent references should be "LMU-DCOM." ***Please note the dash in the full formal name and the full formal acronym.*** Please use the full proper name and acronym. If space constraints are an issue, the first reference may be shortened to "LMU-DeBusk College of Osteopathic Medicine." When referring to the school for an internal audience (i.e., the LMU campus community), the reference can be "DeBusk College of Osteopathic Medicine (DCOM)." The Knoxville locations is to be referred to as DCOM at LMU-Knoxville.

All media contact is handled through the Office of Marketing and Public Relations. Students and student clubs should not submit press releases, calendar items, photographs, advertisements or other submissions to any media outlet without expression permission from the Office of Marketing and Public Relations. If you wish to send something to the media, please forward all the information to the Associate Director of Marketing and Public Relations and they will submit on your behalf.

All media contact requires prior approval from the Office of Marketing and Public Relations. If you are contacted to provide comment to any media outlet, refer the inquiry to the Associate Director of Marketing and Public Relations for follow-up.

Any student or student club activity that requires public use of the LMU-DCOM name (both events and merchandise) requires approval from the Office of Marketing and Public Relations, among others. Consult the approval form, provided by the Office of Admissions and Student Services for more information.

Student clubs are prohibited from using the LMU-DCOM academic seal on any merchandise or publications.

All officially-sanctioned student club websites must be hosted through the LMU-DCOM site.

In the case of any adverse event, the Office of Marketing and Public Relations is the sole point of contact between LMU-DCOM and the public. In any crisis or emergency, refer all inquiries to the Associate Director of Marketing and Public Relations for follow-up.

This document may not cover all Marketing / PR situations that may arise. When in doubt, consult with Associate Director of Marketing and Public Relations.

### ***Conflict of Interest Policy for Faculty and Students***

LMU-DCOM faculty and students are prohibited from accepting personal gifts worth more than ten dollars from Industry Representatives.

As representatives of LMU-DCOM, faculty and students shall not accept industry-funded meals except those in conjunction with CME activities that comply with the American Osteopathic Association Council on Continuing Medical Education (AOA CCME) standards for commercial support. Industry sales representatives are not permitted to interact with LMU-DCOM students except under the direct supervision of LMU-DCOM Faculty in a structured learning environment.

Honorary or guest authorship on a paper written by a pharmaceutical company is unacceptable.

### ***STUDENTS WITH DISABILITIES***

LMU does not discriminate, for purpose of admission to LMU or access to and treatment in LMU's programs or activities, on the basis of disability. Every effort is made to accommodate the needs of the students with disabilities attending LMU. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those buildings. LMU will also provide reasonable accommodations to students with properly documented disabilities. If a student with a disability has any issue or question about his/her disability, the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the LMU-DCOM Dean of Students.

### ***Request for Accommodations***

The following procedure must be followed in order for any student with a disability to receive accommodations:

1. For each semester an accommodation is requested, the student must submit a request for accommodations to the LMU Office of Accessible Education Services and the required documentation (see Documentation Guidelines below).
2. The ADA Director will discuss with the student arrangements for reasonable accommodations the student should be prepared to discuss specific accommodations needs.
3. The ADA Director, in consultation with General Counsel as necessary, will make a determination regarding the request.
4. If accommodations are approved, a Student Accommodation Form will be prepared by the ADA Director listing the accommodations. The student will take the form to DCOM Student Services attn: the Director of Academic Support for signature. The Director of Academic Support will maintain the Student Accommodation Form and notify appropriate faculty, staff, and exam monitors.
5. If a student is not satisfied with decision of the Office Accessible Education Services, the student may file an appeal with the Accommodations Grievance Committee (see Grievance Procedure below).

### ***Documentation Guidelines***

Students requesting accommodations or services from LMU because of a learning or physical disability are required to submit documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the ADA. A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 or the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning.

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. LMU will determine eligibility and appropriate services, case by case, based on the quality, recency and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA or Section 504. (10/05)

#### ***A Qualified Professional Must Conduct the Evaluation***

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist,



neuropsychologist, or education diagnostician) who has had direct experience with adolescents and adults with disabilities.

***Documentation Must be Current***

Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student's learning environment, and show the student's current level of functioning. If documentation does not address the individual's current level of functioning a reevaluation may be required. Students must submit their evaluation and supporting documents thirty-days prior to matriculation. Documentation should not be older than two years at the time of submission to LMU-DCOM.

***Documentation Must Include a Specific Diagnosis***

The report must include a clear and direct statement that a disability does or does not exist including a rule out of alternative explanations of learning problems. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.

***Documentation Must be Comprehensive***

The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.

***Recommendations for Accommodations***

A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, LMU will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by LMU. LMU will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. LMU reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment or provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

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If a problem arises concerning the reasonable accommodations, the student should contact the LMU-DCOM Learning Specialist.

### ***Grievance Procedure for Student with Disabilities***

If a student is not satisfied with the accommodations granted by the Office of Student Services they have 30 days to file an appeal in writing. All grievances concerning any aspect of the services or accommodations provided to a student with a disability, or related to any issue related to Section 504 or the ADA, should be taken to the LMU-DCOM Accommodations Grievance Committee.

The standing members of the LMU-DCOM grievance committee will be appointed by the Dean of LMU-DCOM. If there is a conflict between a standing member and the student filing the appeal then the standing member may be replaced by another faculty member appointed by the Dean. If the student has new or additional documentation relating to the candidate's disability, the candidate may submit this material to the appeal committee. The purpose of the appeal is to look at the material that was originally presented to the Office of Admissions and Student Services. If the student has material or documentation that elaborates on the original request they may present this material to the appeals committee.

The committee will conduct a thorough review of the appeal. The grievance committee will make their recommendation to the Dean of LMU-DCOM within ten working days after meeting with the student. The decision of the grievance committee is final.

## ***DISCIPLINARY PROCEDURES***

### ***Student Grievances Regarding Other Students***

At any time, a grievance concerning another student can be made in writing to the Dean of Students. All parties in receipt of a student grievance should respond as soon as possible but should take no longer than five working days following receipt of the grievance. The Dean of Students shall determine the appropriate course of action to address the grievance.

### ***Initial Investigation by the Office of Admissions and Student Services***

When a report alleging student misconduct comes to the Office of Admissions and Student Services the student is immediately notified of the allegations. If the student does not respond within twenty-four hours, he or she may be immediately suspended. The Dean of Students will conduct an initial investigation by taking written and oral

statements from the complainant (person making the allegations) and any witnesses. The student who is charged with the misconduct will be given a summary of the allegations and the names of the complainant and witnesses. The student will also be given a chance to present his or her case to the Dean of Students. Once all sides have been heard, the Dean of Students will make a determination about the allegations. If the student is found guilty the Dean of Students will outline an appropriate remediation. In cases of major ethical violations the Dean of Students may opt out of making an initial determination about guilt or innocence and may instead send the matter directly to the SPC.

If the Dean of Students makes a determination about the incident and the student accepts the findings, then he or she will sign a statement acknowledging acceptance of the findings and agreement to abide by the remediation. If the student is not satisfied with the findings, then the student has the option of having the case heard by the SPC. If the student poses a threat to the college community, the Dean of Students may temporarily suspend the student from attending classes until the issue is resolved.

### ***Appeal to the Student Progress Committee***

If the student does not accept the findings of the Dean of Students, then a written appeal must be made to the chairman of the SPC within three working days following receipt of the findings. The appeal should include a summary of the events in question and reasons why the student believes the initial findings were unfair. The Chair of the SPC will then convene a meeting to review the case.

### ***Student Progress Committee Hearing***

As soon as possible the Chair of the SPC will convene a meeting. Because this is not a criminal court, the level of proof for a decision shall be “substantial evidence” and not the strict criminal law standard of “proof beyond a reasonable doubt.” If a student fails to appear before the SPC, the matter will be resolved in his/her absence.

1. All proceedings are confidential. The meetings are closed to anyone not in the University community. Only witnesses, the student’s advisor, the committee members, and the accused student will be allowed to attend the meeting.
2. At least three days prior to the start of the meeting the student will be shown any written documentation pertaining to the case. The student will not be allowed to make copies of the material.
3. If the student feels that one of the committee members is biased then the student may request to have this person removed and replaced with another faculty member. The request should be made to the chair three days prior to the start of the meeting. If one of the regular members of the SPC cannot attend the meeting, then a temporary member will be appointed by the Dean for the length of the hearing.

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4. The Chair will remind committee members that the hearing is confidential. The proceedings will be recorded in writing by an administrative assistant. Any previous disciplinary problems will not be raised at this point.
5. The complainant and any witnesses will present their statements to the committee. The committee may choose to ask questions at this point. The student will not be present for this portion of the hearing.
6. The student may then present his or her version of the events in question to the committee.
7. Following the presentation of the evidence, the Chair shall request that everyone, other than the committee members leave the room. The committee will deliberate, voice opinions, and a ballot will be taken to decide whether the student has violated standards of acceptable conduct. A majority vote will rule.
8. If the committee determines that a violation has occurred then the deliberations will move into the penalty phase. At this point, any prior disciplinary problems will be provided to the committee. After the Committee is finished deliberating it will notify the Dean of LMU-DCOM within three working days of their conclusions.
9. Following receipt of the SPC's decision, the Dean of LMU-DCOM will let the student know the final decision within three working days.

### ***Appeal of the Dean's Conclusion***

If the student is unsatisfied with the Dean's decision, the student has three working days to submit an appeal to the LMU-DCOM Appeals Board (See the Appeals Board section above).

**Appendix I:**

**DCOM Academic Calendar 2019-2020**

<b>Fall Semester 2019</b>	
Anatomy Boot Camp	July 8-26, 2019
Orientation	July 30-Aug 2, 2019
OMS-I Classes Begin	August 2, 2019
OMS-II Classes Begin	August 5, 2019
Labor Day Break	September 2, 2019
White Coat Ceremony OMS-II's	September 7, 2019
Fall Break	October 4 – 7, 2019
Thanksgiving Break	November 27-29, 2019
End of Semester	December 20, 2019
Winter Break	December 23, 2019 - January 5, 2020
<b>Spring Semester 2020</b>	
Classes Begin	January 6, 2020
Martin Luther King Day	January 20, 2020
DO Day on the Hill	TBD
Spring Break	March 23-27, 2020
Good Friday	April 10, 2020
Class of 2020 Graduation	May 9, 2020
OMS-II End of Semester	May 15, 2020
OMS-II Remediation Exams	TBD
OMS-I End of Semester	May 22, 2020
Last Day to take COMLEX Level 1	TBD
OMS-I Remediation Exams	June 19 and July 17, 2020

## **Appendix II:**

### **LMU-DCOM ADMINISTRATION**

Brian Kessler, DO, *Vice President and Dean*  
David Plundo, DO, *Dean and Chief Academic Officer at Knoxville Location*  
Michael Wieting, DO *Senior Associate Dean*  
Chris Loyke, *Associate Dean of Clinical Affairs*  
Jonathan Leo, Ph.D. *Associate Dean of Students*  
Clarence Colle, PhD *Associate Dean of Preclinical Academic Affairs/Basic Medical Sciences*  
Martin, Jeffrey, Ph.D. *Assistant Dean of Basic Medical Sciences*  
JooHee Kim, MPH *Chief Operating Officer for LMU-DCOM*

### **CORE FACULTY: LMU-DCOM ANATOMICAL EDUCATION Ph.D. PROGRAM**

Chelf, Stacy	<i>Assistant Professor of Anatomy</i>
Coleman, Mark	<i>Associate Professor of Anatomy</i>
Dudzik, Beatrix	<i>Assistant Professor of Anatomy</i>
Gassler, John	<i>Assistant Professor of Anatomy</i>
Hermey, Donna	<i>Professor of Anatomy; Chair of Anatomy</i>
Kim, Ji Eun	<i>Assistant Professor of Anatomy</i>
Kolatorowicz, Adam	<i>Assistant Professor of Anatomy</i>
Leo, Jonathan	<i>Professor of Neuroanatomy, Associate Dean of Students, Director of Master's Programs</i>
Thompson, Brent	<i>Associate Professor of Anatomy; Vice-Chair of Anatomy and Director of the Anatomical Education Ph.D. Program</i>

### **ADDITIONAL LMU-DCOM FACULTY**

Additional faculty listings can be found at:

<https://www.lmunet.edu/academics/schools/debusk-college-of-osteopathic-medicine/do/faculty-directory/>